



Town of Arlington Board of Selectmen

Meeting Agenda

September 25, 2017

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

PROCLAMATIONS

1. Proclamation: Jeffrey A. Chunglo, Director of Veterans' Services

CONSENT AGENDA

2. Minutes of Meeting: September 11, 2017
3. For Approval: Daniel J. Dunn as Board Designee to Marijuana Study Committee
Joseph A. Curro, Jr., Chair
4. For Approval: Lions Club Eyemobile @ Town Hall, Saturday, 10/28/17, 9:00 a.m. - 4:00 p.m.
David Garrity, Secretary, Arlington Lions Club
5. For Approval: AHS All Sports Boosters Club 5K Turkey Trot
Kierstin Merlino, AHS Athletic Trainer
6. For Approval: Sandwich Board for Bishop School PTO Pumpkin Sale @ Intersection of Mystic Street and Kimball Road, 10/10/17 - 10/14/17
Katherine Reisz-Hanson, Bishop School PTO
7. Request: Special (One Day) Beer & Wine License, 10/14/17 @ Whittemore Robbins House for a Private Event
Jason Lydic
8. Request: Special (One Day) Beer & Wine License, 10/15/17 @ Masonic Temple for Punahou School, Honolulu, HI Alumni Reunion
Lynn Parish, Alumnia Relations, Punahou School
9. Request: Contractor/Drainlayer License
Callahan & Montalto Site Construction, Holden, MA
10. Request: Contractor/Drainlayer License
Commonwealth Construction & Utilities, Inc., Watertown, MA
11. Request: Contractor/Drainlayer License
Marchi Paving Inc., West Newton, MA

APPOINTMENTS

12. Zoning Board of Appeals, Associate Members (terms to expire 10/1/2020)
Joseph A. Curro, Jr., Chair

LICENSES & PERMITS

13. For Approval: Food Vendor License
The Green Light of Arlington, 169 Massachusetts Avenue, Derek Fleming
14. For Approval: Common Victualler License
478 Mass. Ave., 478 Massachusetts Avenue, David Spinney/Joseph Marcus
15. For Approval: Draft Liquor License Suspension Decision, Alexander Liquors Suspension Decision
Douglas W. Heim, Town Counsel
16. For Approval: AA Package Store Change of Manager
Alexander Liquors, 94B Summer St., Atty. William Kelley
ABDELHAK ELFATIH (Formerly Alex Kushnirsky/Owner)

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

17. For Approval: Transportation Advisory Committee Recommendations
 - a) Lowell Street @ Arlington Reservoir
Jeff Maxtutis and Jeanette Rebecchi
 - b) Traffic and Parking Changes due to Relocation of Lesley Ellis School
Scott Smith and Howard Muise
18. FY17 Benchmark Salary Study
Sandy Stapczynski, HRS Consulting
19. Update: Bicycle Share Program
Adam W. Chapdelaine, Town Manager

CORRESPONDENCE RECEIVED

Requests: 'No Parking Here to Corner' Sign at Intersection of Florence Avenue and Renfrew Street and Crosswalk at the intersection of Sutherland Road and Paul Revere Road
Peter Fuller, 7 Kilsythe Road

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of Bos October 16, 2017



Town of Arlington, Massachusetts

Proclamation: Jeffrey A. Chunglo, Director of Veterans' Services

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Jeff_Chunglo.doc	Proclamation

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
STEVEN M. BYRNE, VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

PROCLAMATION

WHEREAS: Jeffrey A. Chunglo joined the United States Navy Reserves in 1996; and

WHEREAS: Jeff proudly served as a Hospital Corpsman with a Fleet Marine Force designator; and

WHEREAS: Jeff advanced to the rank of Senior Chief Petty Officer; and

WHEREAS: Senior Chief Chunglo deployed to Zamboanga, Philippines from 2003-2004 in support of Operation Enduring Freedom, and to Al Asad Air Base in Iraq from 2008-2009 in the Surge of Operation Iraqi Freedom; and

WHEREAS: Senior Chief Chunglo served on active duty as the Senior Non-Commissioned Officer In-Charge of the Deployed Warrior Medical Management Center in Landstuhl, Germany from 2012-2013; and

WHEREAS: Senior Chief Chunglo received the Meritorious Service Medal, Navy and Marine Corps Commendation Medal, Navy and Marine Corps Achievement Medal, Navy Unit Commendation Medal, and Global War on Terrorism Medal, as well as other unit awards during his military career; and

WHEREAS: Senior Chief Chunglo, known affectionately by his comrades as "Doc", is retiring from the United States Navy Reserves after 22 honorable years of service with the everlasting support of his wife Diane and his son David; and

WHEREAS: Jeff continues to tirelessly serve veterans and their dependents as Arlington's Director of Veterans' Services and as President of the Massachusetts Veterans' Service Officers Association.

NOW, THEREFORE, BE IT RESOLVED, that we, the Members of the Board of Selectmen do hereby proclaim September 25th to be Jeffrey Chunglo Day in the Town of Arlington, and thank him for his exemplary service as both a member of the United States Navy and an employee of the Town of Arlington, on behalf of all the Town's residents.

_____	SELECTMEN
_____	OF THE
_____	TOWN
_____	OF
_____	ARLINGTON

A true record.

ATTEST:

By: _____
Board Administrator



Town of Arlington, Massachusetts

Minutes of Meeting: September 11, 2017

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	9.11.17_draft_minutes.docx	Draft Minutes 9.11.17

TOWN OF ARLINGTON
BOARD OF SELECTMEN
Meeting Minutes
Monday, September 11, 2017
7:15 PM

Present: Mr. Curro, Chair, Mr. Byrne, Vice Chair, Mr. Greeley, Mrs. Mahon, and Mr. Dunn
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Krepelka

Mr. Curro asked for a moment of silence to remember all the victims who lost their lives and have suffered in the wake of all the devastation from Hurricanes Harvey and Irma. Also to remember the 16th Anniversary of 9/11/01.

1. Arlington Chamber of Commerce
 - a. Request to Co-Sponsor 'Taste of Arlington 2017'
 - b. Request: Special (One Day) Beer & Wine License, 10/3/17 @ Robbins Memorial Town Hall for 'Taste of Arlington 2017'Beth Locke, Executive Director
- Mr. Byrne moved approval. SO VOTED (5-0)

2. Presentation: Jason Russell House
Paul Fennelly and George Parsons, Arlington Historical Society
The Board thanked Mr. Parsons and Mr. Fennelly for a wonderful presentation.
Mrs. Mahon moved receipt of said presentation. SO VOTED (5-0)

CONSENT AGENDA

3. Minutes of Meeting: July 24, 2017; August 7, 2017
*Mr. Greeley abstained from voting on the July 24th Minutes.
**Mr. Byrne abstained from voting on the August 7th Minutes.
4. For Approval: Lexington's Nomination for At-Large Metropolitan Planning Organization Seat Richard Canale
5. Request: Special (One Day) Beer & Wine License, 9/21/17 @ Kickstand Cafe for 'Happy Birthday Kickstand'
Lori Uhland
6. Request: Special (One Day) Beer & Wine License, 9/22/17 @ Smith Museum, Jason Russell House for Arlington Historical Society Wine Reception
George Parsons, Trustee
7. Request: Special (One Day) Beer & Wine License, 9/23/17 @ Whittemore Robbins House for a Private Event
Carrie Marshall

8. Request: Special (One Day) Beer & Wine License, 9/30/17 @ Arlington Catholic High School for a 'Welcome Home Alumni Cocktail Reception'
Erin Simmons, Alumni Relations Assistant Director
9. Request: Special (One Day) Beer & Wine License, 10/7/17 @ Robbins Memorial Town Hall for a Private Event
Emilia Campbell and Thomas Beraldi
10. Request: Special (One Day) Beer & Wine License, 10/8/17 @ Robbins Memorial Town Hall for a Private Event
Ashley Kairit
11. Request: Contractor/Drainlayer License
JCP Construction, Byfield, MA
12. Request: Contractor/Drainlayer License
Phoenix Communications Inc., Shrewsbury, MA

Mrs. Mahon moved approval subject to all contracts as set forth.

SO VOTED (5-0)

APPOINTMENTS

13. Byway Committee (terms to expire 10/1/2019)
Paul Fennelly
George Parsons
Mrs. Mahon moved approval.

SO VOTED (5-0)

LICENSES & PERMITS

14. Approval: Draft Liquor License Suspension Decision, Prime Your Local Butcher
Douglas W. Heim, Town Counsel
a) Prime, Your Local Butcher, 1398 Massachusetts Avenue

The Board voted a 3-day license suspension for consecutive days to commence on a Tuesday as selected by the Licensee on or after to be completed before October 11, 2017.

Mr. Dunn moved approval.

SO VOTED (5-0)

15. Vote on Draft Decision or Reconsideration: Alexander Liquors Suspension Decision
Douglas W. Heim, Town Counsel
a) Alexander Liquors, 94B Summer Street

The Board voted to suspend the license for 10 days following a failed compliance check in March 2017. At the time of the failed compliance check, Arlington Liquors was on probation for two previous compliance check failures regarding underage sale of tobacco. Due to these previous instances, the Board felt a stricter punishment was due.

Mr. Dunn made a motion to suspend the license for 10 consecutive days with the conditions that retraining be carried out. Mr. Curro asked that Arlington Liquors participates in Arlington Youth Health and Safety Coalition's Sticker Shock campaign and that there be a change in management. Attorney Kelly stated that shutting the store down for ten consecutive days would leave Mr. Kurhnirsky's employees out of work. Attorney Kelly stated that these were Mr. Kurhnirsky's first alcohol related compliance failures and the Board should reconsider their decision. Mr. Dunn moved to suspend the license for 10 days. SO VOTED (5-0)

CITIZENS OPEN FORUM

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Joanne Preston, 42 Mystic Lake Drive, stated she is very concerned about safety on Webcowet Road during the construction that is going on. Several times the entire street is blocked and the Police or Fire Dept. could not get down the street.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

16. Request: One Space, On Street Overnight Parking @ 36 Sutherland Road
Nicholas Urie

Mr. Byrne moved to deny the on street overnight parking waiver at 36 Sutherland Road.
SO VOTED (5-0)

17. Spring Road (3 Spring Rd. to 15 Spring Rd.)
a) Request: Repair to Private Way
b) Betterment Order
Mark Felix, 11 Spring Road
(tabled from 7/24/17 meeting)

Mr. Greeley moved approval. The total estimated cost of the work to be performed is \$28,500.00. SO VOTED (5-0)

18. For Approval: Ash Tree Removal @ 40 Webcowet Road
Jay Bradley and Keith Lombardi

Timothy A. Lecuivre, MCA, Arlington Tree Warden stated that a hearing was held on July 10th regarding the removal of an Ash Tree in front of 40 Webcowet Road to install a new driveway for a newly constructed home. At said hearing, the Tree Warden denied the removal of said tree. At the request of Keith Lombardi and Jay Bradley, owners of the property, they asked for an appeal of the Tree Warden's decision.

The following residents appeared before the Board in opposition to the removal of the ash tree in front of 40 Webcowet Road:

John Ellis, 59 Teel Street
Esther Blackman, 26 Webcowet Road
Joanne Preston, 42 Mystic Lake Drive
Linda Annear, 22 Webcowet Road
Keith Schnebly, 78 Webcowet Road
Susan Stamps, 39 Grafton Street
Karen Roth, 59 Webcowet Road
Herbert Rosenbluth, 34 Webcowet Road

The Board listened to all the residents who had many concerns about the changes in the neighborhood regarding the removal of several trees in the last three years.

The Board voted in favor of the Tree Warden's decision to deny removal of the tree.

SO VOTED (5-0)

19. Mothers Out Front
 - a. Vote: Support of Legislation Regarding Unaccounted for Gas (UFG) and Utility Customer Protection
 - b. Discussion: 'Pruning the Tree' by Audrey Schulman
Anne Wright

Ms. Wright spoke about Mothers Out Front regarding consumer protection against paying for cost of gas leaks.

Mr. Chapdelaine stated he will bring back to the Board more information regarding House Bill 2683 and Senate Bill 1845.

Mr. Byrne moved to support receipt of report and endorse the Resolution. SO VOTED (4-1)
Mr. Dunn voted in the negative.

20. Discussion & Approval: Arts and Culture Action Plan
 - Joseph A. Curro, Jr., Chair
 - Jenny Raitt, Director of Planning and Community Development
- Mr. Dunn congratulated Ms. Raitt regarding all the progress that has been made and thanked the Department of Planning and Community Development for said report.
- Mrs. Dunn moved approval. SO VOTED (5-0)

21. Discussion and Authorization: CPA Committee Vacancy
 - Joseph A. Curro, Jr., Chair
 - Adam W. Chapdelaine, Town Manager
- The Board voted to follow the same process as in the past. The Manager's Office will advertise for vacancy and interviews will be done.
- Mrs. Mahon moved approval. SO VOTED (5-0)

22. Discussion and Approval: Bike Repair Station at Thorndike Field
 - Adam W. Chapdelaine, Town Manager
- The Arlington Bicycle Advisory Committee respectfully requests that the Arlington Board of

Selectmen endorse the installation of a bicycle repair facility along the Minuteman Bikeway near the dog park by Thorndike Field. The facility would be both funded and installed by the Arlington branch of Whole Foods Market.

Mr. Byrne moved approval.

SO VOTED (5-0)

23. Discussion and Approval: Bike Sharing Regulations

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine states that this proposal has been prompted by a recent influx of companies that are not actively promoting dockless bike sharing. Basically, these companies have developed a technology for having a fixed lock on a bike that can be unlocked via a smartphone app. This allows for the bikes to be parked anywhere bikes are legally allowed to be parked. Even more interestingly, there is no cost to the municipality. They just want local approval for placing bikes in the community. The cost to users is \$1/hour. The draft regulations propose a biannual licensing period. The Bike Share Committee would like for this to be the eventual structure, but they would first like to pilot this new model for a 6-9 month period. Mr. Chapdelaine stated that if the Board is amenable to this, he will bring back proposed language authorizing such a pilot to the meeting on September 25th.

Mr. Greeley moved to approve receipt of report and looks forward for their final report on September 25th.

SO VOTED (5-0)

24. Request for Approval: Formation of Marijuana Study Committee

Adam W. Chapdelaine, Town Manager

This Study Group is being proposed to review and make recommendations to zone for recreational marijuana facilities and possible amend existing Arlington zoning for Medical Marijuana Treatment Centers in compliance with M.G.L. Chapter 40A and other state regulations.

Mr. Greeley moved approval.

SO VOTED (5-0)

25. Discussion and Approval: Updated FY17 - FY18 Board and Manager Goals

Joseph A. Curro, Jr., Chair

Adam W. Chapdelaine, Town Manager

Mr. Curro thanked the Manager for all his hard work and dedication to the residents.

Mr. Byrne moved approval.

SO VOTED (5-0)

CORRESPONDENCE RECEIVED

Request 4 Way Stop @ Broadway and Wyman Street

Margaret Stinson, 23 Wyman Street

Steven Lazar, 234 Broadway

Residents of Broadway and Wyman Street

The Board referred the above correspondence to the Town Manager for review and recommendations.

Resignation from the Community Preservation Act Committee
David Levy, 7 Westmoreland Avenue
Mr. Curro will send thank you letter to Mr. Levy for his services to the Town.

Concerns re Traffic Accidents at Intersection of Warren Street and Rawson Road
Joseph Hogan via e-mail
The Board referred the above correspondence to the Town Manager for review and recommendations.

Mrs. Mahon moved receipt of Correspondence Received. SO VOTED (5-0)

NEW BUSINESS

Town Counsel Heim stated that the Attorney General has approved all 2017 Town Meeting Votes.

Town Manager Chapdelaine stated that the charging stations are up and running.

Town Manager Chapdelaine stated he was hosting an MMA Legislative Breakfast to be held in the Lyons Hearing Room on Friday, September 29th from 8:00 a.m. - 10:00 a.m.

Mr. Greeley asked if we could have an Agenda Item at a later date to discuss our Alcohol Policy and especially the section that constitutes food after the second drink is served.

Mr. Dunn asked if Chief Jefferson could come before the Board regarding the Disaster Relief Program in view of all the storms that have taken place the last few weeks.

Mr. Curro stated that a celebration of the creation of an Arlington Cultural District will be held on Friday, September 15th at 10:00 a.m. in the Library Reading Room.

Mr. Curro also stated that the unveiling of the newly restored historic Whittemore Robbins Carriage House will be on September 16th at 11:00 a.m.

Mrs. Mahon moved to adjourn at 11:10 p.m. SO VOTED (5-0)

Next Scheduled Meeting of BoS September 25, 2017

A true record attest:

Marie A. Krepelka
Board Administrator

9-11-17

Agenda Item	Documents Used
1	Arlington Chamber of Commerce - Request to Co-Sponsor "Taste of Arlington 2017" Request Special One Day Beer & Wine License 10/03/17
2	Presentation: Jasoon Russell House - Paul Fennelly and George Parson, Arlington Historical Society
3	Minutes of Meeting: July 24, 2017 and August 7, 2017
4	For Approval: Lexington's Nomination for At-Large Metropolitan Planning Organization Seat - Richard Canale
5	Request: Special (One Day) Beer & Wine License 9/21/17, Kickstand Cafe for "Happy Birthday Kickstand" Lori Uhland
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7	Request: Special (One Day) Beer & Wine License, 9/23/17 @ Whiteemore Robbins House for a Private Event - Carrie Marshall
8	Request: Special (One Day) Beer & Wine License, 9/30/17 @ Arlington Catholic High School for a "Welcome Home Alumni Cocktail Reception"
9	Request: Special (One Day) Beer & Wine License, 10/7/17 @ Robbins Memorial Town Hall for a Private Event, Emilia Campbell and Thomas Beraldi
10	Request: Special (One Day) Beer & Wine License, 10/8/17 @ Robbins Memorial Town Hall for a Private Event - Ashley Kairit
11	Request: Contractor/Drainlayer License - JCP Construction, Byfield, MA
12	Request: Contractor/Drainlayer License, Phoenix Communications Inc., Shrewsbury, MA
13	Appointment: Byway Committee (terms to expire 10/1/2019. Paul Fennelly, George Parsons
14	Approval: Draft Liquor License Suspension Decision, Prime Your Local Butcher Douglas W. Heim, Town Counsel, 1398 Mass, Avenue\
15	Vote on Draft Decision or Reconsideration: Alexander Liquors Suspension Decision, Douglas W./ Heim, Town Counsel, a) Alexander Liquors, 94B Summer Street
16	Request: One Space, On Street Overnight Parking at 36 Sutherland Road, Nicholas Urie
17	Spring Road (3 Spring Rd. to 15 Spring Road (a) Request: Repair to Private Way (b) Betterment Order - Mark Felix, 11 Spring Street
18	For Approval: Ash Tree Removal @ 40 Webcowet Road, Jay Bradley and Keith Lombardi
19	Mothers Out Front - a) Vote Support of Legislation Regarding Unaccounted for gas (UFG) and Utility Customer Protection - b) Discussion: Pruning the Tree" by Audrey Schulman/ Anne Wright
20	Discussion & Approval: Arts and Culture Action Plan Joseph A. Curro, Jr. Chair, Jenny Raitt, Director of Planning and Community Development
21	Discussion and Authorization: CPA Committee Vacancy Joseph A. Curro, Jr. Chair, Adam W. Chapdelaine, Town Manager
22	Discussion and Approval Bike Repair Station at Thorndike Field Adam W. Chapdelaine, Town Manager

23	Discussion and Approval: Bike Sharing Regulations Adam W. Chapdelaine, Town Manager
24	Request for Approval: Formation of Marijuana Study Committee Adam W. Chapdelaine, Town Manager
25	Discussion and Approval: Updated GY17-FY18 Board and Manager Goals Joseph A. Curro, Jr. Chair, Adam W. Chapdelaine, Town Manager
	Correspondence Received: Request 4 Way Stop @ Broadway and Wyman Street, Margaret Stinson, 23 Wyman Street, Steven Lazar, 234 Broadway, Residents of Broadway and Wyman Street 2. Resignation from the Community Preservation Act Committee David Levy, 7 Westmoreland Avenue 3. Concerns re Traffic Accidents at Intersection of Warren Street and Rawson Road Joseph Hogan via e-mail



Town of Arlington, Massachusetts

For Approval: Daniel J. Dunn as Board Designee to Marijuana Study Committee

Summary:

Joseph A. Curro, Jr., Chair



Town of Arlington, Massachusetts

For Approval: Lions Club Eyemobile @ Town Hall, Saturday, 10/28/17, 9:00 a.m. - 4:00 p.m.

Summary:

David Garrity, Secretary, Arlington Lions Club

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Lions_Club_Eyemobile.pdf	Reference

Arlington Lions



Secretary David B. Garrity 27 Avola Street Arlington, MA 02476-7003

**Mrs. Marie Krepelka, Board Administrator
Arlington Board of Selectmen
Town Hall
730 Mass. Ave.
Arlington, MA 02476-4906**

September 18, 2017

Dear Mrs. Krepelka:

Once again, Arlington Lions Club respectfully requests permission to park the Lions Eye Mobile in front of the Town Hall on Saturday, October 28th, 2017 for the purpose to conduct a free health screening between nine in the morning and four in the afternoon.

Our new Eyemobile has added more up-to-date screening equipment designed to detect possible earlier health problems. The screening will be conducted by all volunteer medical professional and trained Lions members. The Arlington Lions Club is grateful for your support in allowing us a place to conduct this health screening in front of the Town Hall. This is Arlington Lions Club is 80th year in providing service to our Arlington community. Our name LIONS means *Loving Individuals Offering Needed Service*. Thank You!

Sincerely,

David B. Garrity

**David B. Garrity, Secretary,
Arlington Lions Club**



Town of Arlington, Massachusetts

For Approval: AHS All Sports Boosters Club 5K Turkey Trot

Summary:

Kierstin Merlino, AHS Athletic Trainer

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Police_recommendations_Truck_or_Trot_5K_2017.docx	Police Recommendations
▢ Reference Material	AHS_Road_Race_Request.pdf	Request from AHS Athletic Department

ARLINGTON POLICE DEPARTMENT

CHIEF OF POLICE
Frederick Ryan



Town of Arlington
MASSACHUSETTS 02474

POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900
Facsimile 781-316-3919

MEMORANDUM

TO: Marie Krepelka
Board Administrator

FROM: Officer Corey P. Rateau
Traffic and Parking Unit

DATE: September 21, 2017

RE: Trick or Trot Run

The Traffic and Parking Unit has reviewed the application submitted by Kierstin Merlino to hold the Trick or Trot Run in Arlington. However, due to the late request/submission, at this time **we can only support their third proposed date in the spring on May 12, 2018.** Construction permits have already been issued to perform road work this fall that would include excavating some roads along the route and also in the vicinity of race. Construction on the route could pose an unsafe road conditions and an increased injury hazard for the runners. Also, due to weekday time restrictions set on multiple companies because they are working in close proximity to the Peirce School and Arlington High (and trying to get as much work done or completed before being shut down for the winter), they often seek Saturday work permission, which could results in detours that would create increased/unsafe traffic conditions with runners in the roadways. Finally, even if road construction was not occurring at the time, their chosen dates for the fall are either on a Saturday holiday or a Sunday; they may not be aware of the increased costs for safety details in both situations and the impact it would have on their fundraising efforts.

In phone conversations with Ms. Merlino, she stated that she understood why this Division would not support any fall dates and she stated that they will plan further in advance in the future.

CPR

Cc: Frederick Ryan, Chief of Police
Capt. James Curran, Operations Commander
Capt. Julie Flaherty, Support Services Commander
Lt. Paul Conroy, OIC / Traffic, Details, and Licensing
Adam Chapdelaine, Town Manager

"Proactive and Proud"

From: Kierstin Merlino <kmerlino@arlington.k12.ma.us>
To: mkrepelka@town.arlington.ma.us
Date: 09/18/2017 02:17 PM
Subject: AHS Road Race NEW Permit- Date Change

Hi,

Because of the construction, we are looking for a new date to get a permit for our 5k. I have attached a permit for our first choice of date. If for some reason that date is unavailable, I have provided our second and third choices of dates for approval. All other details would remain the same including the course map I sent you prior.

First choice: Sunday, nov12th

Second choice: Saturday, nov 11th

Third choice: Sat may 12th

Thank you,
Kierstin Merlino

[AHS Turkey Trot Permit.pdf](#)

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Kierstin Merlino, BS, ATC, LAT
Athletic Trainer
Arlington High School

**TOWN OF ARLINGTON
SPECIAL EVENT PERMIT APPLICATION**

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: AHS All Sports Boosters Club 5k Turkey Trot

Address: 869 Mass Ave City: Arlington State: MA Zip: _____

Applicant Name: Kierstin Merlino Tel#: 781-879-9874

E-mail: kmerlino@arlington.k12.ma.us

Event Manager: Kierstin Merlino Contact Info: kmerlino@arlington.k12.ma.us

Other Contact Person/s: Melissa Dlugolecki Contact Info: mdlugolecki@arlington.k12.ma.us

Athletic Director, AHS

Event Information

☒ Run/Walk ☐ Parade ☐ Event

Event Title: AHS All Sports Boosters Club 5k Turkey Trot

Start Date & Time(s): Sunday 11/12/2017 End Date & Time(s): Sunday 11/12/2017

Estimated Attendance: # 100 Admission Fee: \$25

Open to the Public: ☒ Yes ☐ No

Requested Location: Street (specify): Arlington High School

Other (specify): _____

Set Up Date/Time & Description: 11/12/2017 7am-set up signs on course and tents at starting area

Breakdown Date/Time & Description: 11/12/2017 11am- break down signs and tents

NOTE: ATTACH DIAGRAM OF ROUTE WITH SPECIFICS

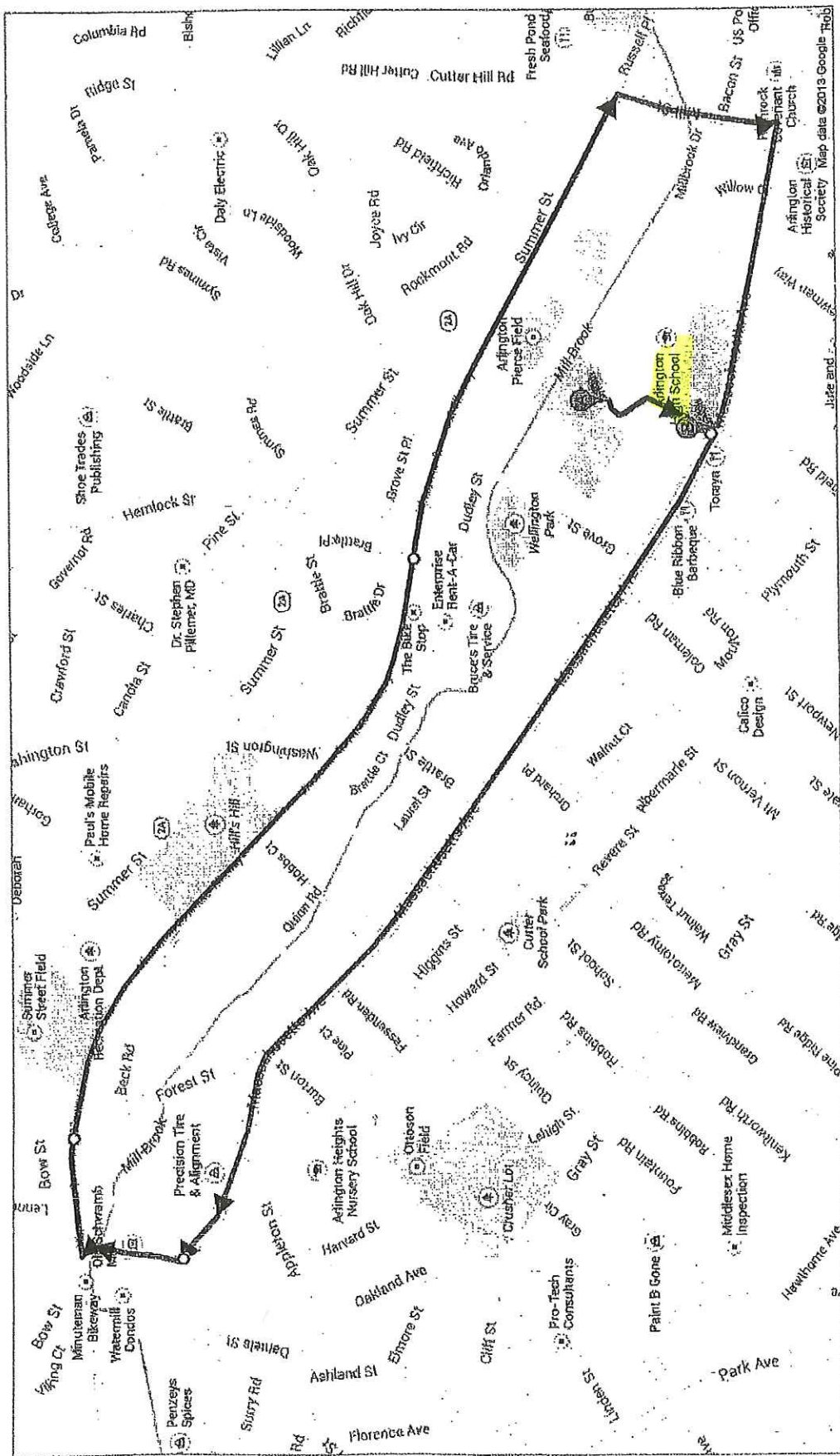
Already submitted with previous request- Also attached

Event Details

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you set up table(s) and/or chair(s)? Approximate number : _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Booth(s), Exhibit(s), Display(s) and/or Enclosure(s): _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Canopy(ies) and/or Tent(s)- describe dimensions: <u>5 tents</u>

The following is required by your organization to insure the safety and health of all participating in this event: *Note: You do not need to contact the departments below if it is not required.*

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Police Detail: _____ (contact police)





Town of Arlington, Massachusetts

For Approval: Sandwich Board for Bishop School PTO Pumpkin Sale @ Intersection of Mystic Street and Kimball Road, 10/10/17 - 10/14/17

Summary:

Katherine Reisz-Hanson, Bishop School PTO

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Bishop_PTO.pdf	Request from Bishop PTO

From: Katherine Reisz-Hanson <katherine@dovenote.com>
To: mkrepelka@town.arlington.ma.us
Cc: "Mr. Mark Davila LICSW" <mark.davila@gmail.com>
Date: 09/17/2017 03:57 PM
Subject: Sidewalk sandwich board request

Hi,

I'm writing the Board of Selectmen to request permission to place a sandwich board advertising the Bishop School PTO Pumpkin Sale. Details below:

Dates: October 10 - 14

Location: corner of Mystic Street & Kimball Road

Text on sandwich board:

Bishop School
Pumpkin Sale
Saturday
10 AM - 2 PM

Please let me know when we can expect to receive permission or if you need any additional information. Thank you.

Regards,

Katherine Reisz-Hanson
Bishop PTO



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/14/17 @ Whittemore Robbins House for a Private Event

Summary:

Jason Lydic

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Lydic_Special_Application.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Jason T Lydic

Address, phone & e-mail contact information: 28 Coleman Rd #2 Arlington, MA 02476
Phone # 617-939-6510 Email: jason.lydic@gmail.com

Name & address of Organization for which license is sought: _____

Does this Organization hold nonprofit status under the IRS Code? ____ Yes ☒ No

Name of Responsible Manager of Organization (if different from above):
Ryan Wilson

Address, phone & e-mail contact information: 435 Walnut Ave. Apt. 8 Roxbury, MA 02119
Phone# 617-595-7490 Email: ryanmckayw@gmail.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ____ No ____ If so, please give date(s) of Special Licenses and/or applications and title of event(s). _____

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

This is not an annual or regular event.

24-Hour contact number for Responsible Manager of Alcohol Event date: 617-595-7490

Title of Event: Lydic-Roach Wedding

Date/time of Event: October 14, 2017 4:PM-10:00PM

Location of Event: Whittemore-Robbins House 670R Massachusetts Ave. Arlington, MA 02476

Location/Event Coordinator: Victoria Rose 617-312-7699

Method(s) of invitation/publicity for Event: Mailed private Wedding invitations

Number of people expected to attend: 68

Expected admission/ticket prices: \$0

Expected prices for food and beverages (alcoholic and non-alcoholic): \$0

Will persons under age 21 be on premises? Yes/ 3 Nieces and 2 Nephews, 5 in total/ Ages 6-13

If "yes," please detail plan to prevent access of minors to alcoholic beverages. Bar will be staffed at all times by at least one of two bartender to prevent access to alcohol by minors

Have you consulted with the Department of Police Services about your security plan for the Event?
Victoria Rose has consulted with APD and security plan is attached

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey P. Roteau Date 9/21/17
Off. Corey P. Roteau
Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

Beer and Wine

What types of food and non-alcoholic beverages do you plan to serve at the Event? Food: cheese and fruit platters, shrimp cocktail, clams, lobster, steak, chicken, corn, coleslaw, chowders, cake, watermelon, brownies Non-Alcoholic Beverages: soda, water, non-alcoholic sparkling beverage

Who will be responsible for serving alcoholic beverages at the Event? We will have two experienced bartenders from local restaurants to staff the event: Ryan Wilson from Pammy's Cambridge, MA and Travis Wilson, Bar manager Cambridge Brewing Company, Cambridge MA

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

Ryan Wilson is Cicerone beer server certified and both Bartenders will be TIPS certified by September 25, 2017.

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Ryan Wilson

Travis Wilson

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Craft Brewers Guild, LLC.

Date of Delivery: October 14, 2017

Alcohol Serving Time (s): 4:30PM- 9:30PM

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
Bar staff will collect and remove any excess left over alcoholic beverages at the end of the evening and return to supplier. No alcoholic beverages will be left unattended at site.

Date of Pick-Up: October, 14, 2017

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) Evanston Insurance Company Policy: General Liability/ Host Liquor Liability

Name of Insured: Jason Lydic | Certificate Holder: Whittemore-Robbins House | Policy Limits:

Each Occurrence: \$1,000,000 Med exp: \$5000 Personal & Adv Injury: \$1,000,000 Aggregate: \$2,000,000

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: 

Printed name: Jason T. Lydic

Printed title & Organization name: Groom / Lydic-Roach Wedding

Email: jason.lydic@gmail.com

Jason Lydic
28 Coleman Road #2
Arlington, MA 02476
Jason.lydic@gmail.com

19 September 2017

SECURITY PLAN FOR LYDIC-ROACH WEDDING PARTY

A Wedding Reception will be held at the Whittemore Robbins House on Saturday, October 14, 2017 from 4:30pm-10:00pm. Alcohol service will end at 9:30pm.

A Special Alcohol License Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 68 guests to attend. There will five attendees under the age of 21. The range of ages is 5 years old to 13 years old.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Whittemore Robbins House. Ipswich Clambake Company will be catering the event and will provide the food service. Ryan Wilson, Responsible Manager and bartender, and the event coordinator are all responsible for ensuring that the event runs smoothly.

Parking for the event will be available in the Whittemore Robbins House parking lot, and on the side streets, as well as Massachusetts Avenue.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/13/2017

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com		THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Jason Lydic 28 Coleman Rd #2 Arlington, MA 02476		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Evanston Insurance Company	35378
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A Y	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> Retail Liquor Liability	3DS5455-M1300716	10/14/2017	10/15/2017	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 1,000,000 DEDUCTIBLE \$ 1,000
	3DS5455-M1300716	10/14/2017	10/15/2017		
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
Attendance: 65, Event Type: Wedding.

CERTIFICATE HOLDER

Whittemore Robbins House
670R Massachusetts Ave
Arlington, MA 02476

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Will Maddux

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 3.0
For coursework completed on September 20, 2017
provided by Health Communications, Inc.
is hereby granted to:

Ryan Wilson

Certification to be sent to:

**Pammy's
928 Massachusetts Ave
Cambridge MA, 02139-3106 USA**



HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.





Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/15/17 @ Masonic Temple for Punahou School, Honolulu, HI Alumni Reunion

Summary:

Lynn Parish, Alumnia Relations, Punahou School

ATTACHMENTS:

Type	File Name	Description
Reference Material	Masonic_Temple_special_license_app..pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Kathleen Hanson 7 Cedarwood Rd., Woburn , Ma. 01801

Address, phone & e-mail contact information:

781-291-1018, kathleen.m.p. hanson@gmail.com

Name & address of Organization for which license is sought:

Punahou School, 1601 Punahou St., Honolulu, Hi 96822

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

Lynn Parish, Alumnia Relations, Punahou, School

Address, phone & e-mail contact information:

1601 Punahou St., Honolulu, Hi 99622, 808-944-5740, lparrish@punahou.edu

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ NO ☒ X If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

one time event

24-Hour contact number for Responsible Manager on Event date:

Michelle Noska, Beaujolais Catering

Title of Event:

school alumni reunion

Date/time of Event:

Sunday, October 15, 2017 4:00 pm - 7:00 pm

Location of Event: Arlington Masonic Hall

Location/Event Coordinator: Patsy Kraemer/Mike Carey/Brian Rose

Method(s) of invitation/publicity for Event:

Invitation

Number of people expected to attend: 80

Expected admission/ticket prices: \$40 per ticket

Expected prices for food and beverages (alcoholic and non-alcoholic):

\$5 for beer and wine serving

Will persons under age 21 be on premises? no

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check for ID's

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Officer Corey P. Roteau Date 9/13/17
OFFICER COREY P. RATEAU
Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

buffet dinner/ waters/sodas

Who will be responsible for serving alcoholic beverages at the Event?

Beaujolaais Catering

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS CERTIFICATION

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc;

Atlas Liquors

Date of Delivery: Sun. October 15, 2017

Alcohol Serving Time (s) 4:00 pm - 7:00 -pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

. Atlas will take back unused alcohol.

Date of Pick-Up:

Mon. October 16, 2017

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

ATTACHED

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

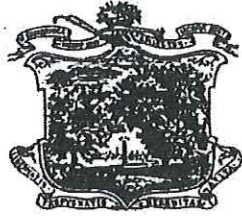
Signature: _____

Printed name: Kathleen Hanson

Printed title & Organization name: alumna, Punahou School

Email: kathleen m.p.hanson@gmail.com

revised: 5/18/2015 reformatted: 05/05/2017



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

7 September 2017

SECURITY PLAN FOR PUNAHOU SCHOOL ALUMNI REUNION

The Punahou School alumni office is sponsoring an alumnae reception on Sunday, October 15, 2017, at the Arlington Masonic Hall. The event will take place from 4:00 to 7:00 pm. A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

The Punahou School of Hawaii is sponsoring this event to allow local alumnae to meet and greet each other. Alumna Kathleen Hanson has been the organizing contact person for this event. Tickets are being sold for the event at \$40 each. . We anticipate approximately 80 people to attend.

Patsy Kraemer will be the event coordinator for the event. Beaujolais Catering will provide bartender service and food service. There will be a Masonic Hall custodian for the event. The Committee will be responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event.

Parking for the event will be available in the Masonic Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets.

Please if there are other items that we need to consider.

This is your Official TIPS® Certification Card.

Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

Congratulations!

By successfully completing the TIPS (Training for Intervention Procedures) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or leagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,



Michael R. Chafetz
Executive Director

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

TIPS eTIPS On Premise 2.0

6/6/2015

Issued:

4003613

ID#:

SSN:

6/6/2018

Expires:

XXXXXX

D.O.B.:

5/10/1988

Aldarico G de Oliveira
364 Reservoir ave
Revere, MA 02151

For service visit us online at www.gettips.com

Signature: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/12/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Prescott and Son Insurance Agency, Inc. 963 Eastern Avenue Malden MA 02148	CONTACT NAME: Commercial Lines PHONE (A/C, No, Ext): (781) 322-2350 FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Ohio Security Ins Co NAIC # 24082 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Michele Noska DBA; Beaujolais Catering 207 A Broadway Arlington MA 02474	

COVERAGES CERTIFICATE NUMBER: CL1741225218 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			BKS56554619	4/9/2017	4/9/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Expense Mod Factor 1 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	LIQUOR LIABILITY			BKS56554619	4/9/2017	4/9/2018	EACH OCCURRENCE \$1,000,000 AGGREGATE \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder name as additional insured

CERTIFICATE HOLDER

CANCELLATION

Town Of Arlington 730 Mass Avenue Arlington, MA 02474	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE J S Scholnick/MPB
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Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Callahan & Montalto Site Construction, Holden, MA

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Callahan_and_Montalto.pdf	Engineering recommendation, Town application, Meeting notice



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: September 11, 2017

Dear Honorable Board Members,

Reference is hereby made to an application by Timothy Montalto of Callahan & Montalto Site Construction to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Callahan & Montalto Site Construction
800 Main Street
Holden, MA 01520
Phone: 508-210-0331
Email: tim@cmselle.com

Upon review of the provided references supplied by the contractor, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Regards,

Joseph Szafarowicz
Civil Engineer, Arlington Engineering Division

cc: Wayne Chouinard, Town Engineer



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☒ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: Callahan and Montalto Site Construction

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____

Street Address: 800 Main St City/Town: Holden State: MA

Primary Phone: 508 210 0331 E-mail: Tim @ CMSL LLC . com

Length of Time in Business under the same Firm Name: 18 years

Full Name(s) of Principal(s): Timothy Montalto

Primary Contact Person: Tim Montalto

Experience/Previous Work

Nature of Typical/Standard Work: Site and Utility work Private/Public

Have you ever performed this type of work in Arlington: ☐ Yes ☒ No

If Yes, Please provide Location: _____ Approximate Date: _____

Total Amount of such construction this year: 2.5 mil

Total Amount of such construction last year: 2.5 mil

Total Amount of such construction next previous year: 1.8 mil

Municipal References - Please Attach Written Reference Letters

Municipality: City of Worcester
Primary Contact Name: Debbie Davis Email: DDAVIS@WORCESTERMA.GOV

Municipality: Town of Holden
Primary Contact Name: Brenda Harvey Email: BHarvey@HOLDENMA.GOV

Municipality: Town of West Boylston
Primary Contact Name: _____ Email: BHARVEY@WESTBOYLSTON-MA.GOV

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Commerce Bank Holden MA Phone: 508 829 3733

Federal Tax ID or Social Security #: _____

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: [Signature] Date: 8/23/17

Reset Form

Print Form



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/24/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Kristi Gravel
Anastasi Insurance Agency, Inc.	PHONE (A/C, No, Ext): (508) 248-1440 FAX (A/C, No): (508) 248-1447
4 Brookfield Rd	E-MAIL: kgravel@anastasiinsurance.com
P.O. Box 1261	INSURER(S) AFFORDING COVERAGE
Charlton City MA 01508	INSURER A: Employers Mutual Casualty Company NAIC # 21415
INSURED	INSURER B: AmTrust North America, Inc.
CALLAHAN & MONTALTO SITE CONSTRUCTION LLC	INSURER C:
800 MAIN ST	INSURER D:
HOLDEN MA 01520-1838	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER: 16-17

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			5D20843	10/25/2016	10/25/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			5Z20843	10/25/2016	10/25/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 20,000 BODILY INJURY (Per accident) \$ 40,000 PROPERTY DAMAGE (Per accident) \$ 5,000 Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$			5J20843	10/25/2016	10/25/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WWC3166598	11/13/2016	11/13/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Town of Arlington

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Paul Anastasi/ANAKG1

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OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
STEVEN M. BYRNE, VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 14, 2017

Tim Montalto
Callahan and Montalto Site Construction
800 Main Street
Holden, MA 01520

Dear Mr. Montalto:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, September 25th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. It is not a requirement that you attend the meeting.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Commonwealth Construction & Utilities, Inc., Watertown, MA

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Commonwealth_Construction_.pdf	Engineering recommendation, Town application, Meeting notice



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: September 11, 2017

Dear Honorable Board Members,

Reference is hereby made to an application by William Distefano of Commonwealth Construction & Utilities Inc. to be accepted as an approved contractor in the Town of Arlington.

Contact information is as follows:

Commonwealth Construction & Utilities, Inc.
P.O. Box 972
Watertown, MA 02472
Phone: 978-938-4888
Email: ccuinc@yahoo.com

Upon review of the provided references supplied by the contractor, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Regards,

Joseph Szafarowicz
Civil Engineer, Arlington Engineering Division

cc: Wayne Chouinard, Town Engineer



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☒ Sewer/Drain Inspection ☐ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: Commonwealth Construction & Utilities, Inc
Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____
Street Address: P.O. Box 972 City/Town: Watertown, MA 02472 State: _____
Primary Phone: 978-938-4888 E-mail: ccuinc@yahoo.com
Length of Time in Business under the same Firm Name: 9 years
Full Name(s) of Principal(s): William Distefano, Christopher Distefano, Andrew Distefano
Primary Contact Person: William Distefano

Experience/Previous Work

Nature of Typical/Standard Work: Underground utilities, paving & excavation
Have you ever performed this type of work in Arlington: ☒ Yes ☐ No
If Yes, Please provide Location: Washington St. Approximate Date: 2010
Total Amount of such construction this year: \$3,000,000. -
Total Amount of such construction last year: \$3,500,000. -
Total Amount of such construction next previous year: \$3,500,000. -

Municipal References - Please Attach Written Reference Letters

Municipality: Town of Arlington
Primary Contact Name: Mike Tessanari Email: _____
Municipality: Town of Watertown
Primary Contact Name: Jay Pelletier Email: jpelletier@watertown-ma.gov
Municipality: City of Melrose
Primary Contact Name: John Scenna Email: jscenna@cityofmelrose.org

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Laura Tannaus Phone: 617-527-2101
Federal Tax ID or Social Security #: _____
Note to Town Staff: Redact Social Security # before releasing document
Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: _____

Date: 9/1/17

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
STEVEN M. BYRNE, VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 14, 2017

William DiStefano
Commonwealth Construction & Utilities, Inc.
P.O. Box 972
Watertown, MA 02472

Dear Mr. DiStefano:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, September 25th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. It is not a requirement that you attend the meeting.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Marchi Paving Inc., West Newton, MA

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Marchi_Paving.pdf	Engineering recommendation, Town application, Meeting notice



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: September 20, 2017

Dear Honorable Board Members,

Reference is hereby made to an application by David Marchi of Marchi Paving Inc. to be accepted as an approved contractor in the Town of Arlington.

Contact information is as follows:

Marchi Paving Inc.
1191 Washington Street
West Newton, MA 02465
Phone: 617-719-2185
Email: marchi@rcn.com

Upon review of the provided references supplied by the contractor, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Regards,

Joseph Szafarowicz
Civil Engineer, Arlington Engineering Division

cc: Wayne Chouinard, Town Engineer



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☒ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: Marche Paving INC
Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other:
Street Address: 1191 Washington St City/Town: Newton State: MA
Primary Phone: 617-719-2185 E-mail: Marche@rcn.com
Length of Time in Business under the same Firm Name: 10
Full Name(s) of Principal(s): David Marche
Primary Contact Person: David Marche

Experience/Previous Work

Nature of Typical/Standard Work: paving / water / storm / drainage
Have you ever performed this type of work in Arlington: ☐ Yes ☒ No
If Yes, Please provide Location: _____ Approximate Date: _____
Total Amount of such construction this year: _____
Total Amount of such construction last year: _____
Total Amount of such construction next previous year: _____

Municipal References - Please Attach Written Reference Letters

Municipality: City of Newton Phone: 617-799-1901
Primary Contact Name: Russel Arpino Email: _____
Municipality: City of Boston Phone: 617-889-7000
Primary Contact Name: Frank McLaughlin Email: _____
Municipality: City of Waltham Phone: 781-389-7947
Primary Contact Name: John Pizzi Email: _____

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Santander Bank / Tony Kotopoulos Phone: 617-842-2727
Federal Tax ID or Social Security #: _____

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: David Marche

Date: 8-23

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

JOSEPH A. CURRO, JR., CHAIR
STEVEN M. BYRNE, VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 20, 2017

David Marchi
Marchi Paving Inc.
1191 Washington Street
West Newton, MA 02465

Dear Mr. Marchi:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, September 25th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. It is not a requirement that you attend the meeting.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Zoning Board of Appeals, Associate Members (terms to expire 10/1/2020)

Summary:

Joseph A. Curro, Jr., Chair



Town of Arlington, Massachusetts

For Approval: Food Vendor License

Summary:

The Green Light of Arlington, 169 Massachusetts Avenue, Derek Fleming

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Ref_Mat_9.25.17_Green_Light.pdf	application packet

LICENSE APPLICATION REPORT

Type of License Food Vendor License

Name of Applicant: Derek Fleming d/b/a The Green Light of Arlington

Address: 169 Massachusetts Avenue

The following Departments have **no objections** to the issuance of said license:

- Police x
- Fire
- Health
- Building
- Planning

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police
- Fire x
- Health x
- Building x
- Planning x

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police
- Fire
- Health
- Building
- Planning

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

August 30, 2017

On Wednesday, August 30, 2017 at 2:30 PM, I called and spoke with Derek Fleming regarding this application for a Food Vendor License for The Green Light of America, located at 169 Mass Ave. Mr. Fleming stated he hopes to open the store by the end of September. Fleming stated that there will be no outside seating and no alcohol served at this location. Fleming stated that this will be the 4th Green Light of America Store that he has opened. Fleming stated that he will be working at the store in the beginning taking care of the day to day operations while training a Manager to take over.

I advised Mr. Fleming that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Food Vendor License for The Green Light of America.

Respectfully Submitted,

Detective Edward DeFrancisco

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: _____

Date: _____

9/27/17



Arlington Fire Department Town of Arlington

Administrative Office
411 Massachusetts Ave, Arlington, MA 02474
Phone: (781) 316-3803 Fax: (781) 316-3808
Email: jkelly@town.arlington.ma.us

John R Kelly
Deputy Fire Chief

THE GREEN LIGHT OF ARLINGTON

Checklist for food sales ownership conversion.

- All exit signs and emergency lights must be tested and in good working order
- FACP must have annual test paperwork on hand and be free of trouble and alarm signals
- Sprinkler system (if present) shall have current inspection tag
- All extinguishers must be hung with signs and a current inspection tag
- "K" extinguisher mounted and tagged in the kitchen area if using fat to cook
- All exits and exit paths must be in proper working order and free from storage
- No storage of excess combustibles allowed inside building or near exit ways
- Hoods must have current inspection/cleaning sticker attached
- Kitchen extinguishing systems must have current inspection tags
- If Ansul or Sprinklers present FACP must report to monitoring company
- Address must be clearly visible from the street
- Electrical panels must be accessible from floor to ceiling for the entire width
- Call for inspection after all has been completed 781-316-3803

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: _____

Date: _____

9/21/17



Town of Arlington
Department of Health and Human Services
Office of the Board of Health
27 Maple Street
Arlington, MA 02476

Tel: (781) 316-3170
Fax: (781) 316-3175

MEMO

To: Board of Selectmen
From: Kylee Sullivan, Health Compliance Officer
Date: September 19, 2017
RE: Board of Health Comments for Selectmen's Meeting on September 25, 2017

Please accept the following as comments from the Office of the Board of Health:

**The Green Light of Arlington (169 Mass Ave)
Common Victualler License**

- *This establishment has contacted the Health Department and is the process of completing the plan review application. A permit will not be issued until plans are approved and a final pre-operational inspection has been conducted to ensure the establishment is in compliance with the Food Code.*

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: _____

Date: _____

[Handwritten Signature]
9/21/17

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **September 19, 2017**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 169 Massachusetts Ave. (Formerly: Something Sweet Without Wheat)
Applicant's Name: Derek Fleming (corporate Name: 169 Massachusetts Ave, LLC)
D/B/A: The Green Light of Arlington
Telephone: 423 387-7290
Department: Sent Interoffice Mail & E-mail Date: 8/24/17

MEETING DATE: 9/25/17

Departments:

RE: FOOD VENDOR LICENSE

Police
Fire
Board of Health
Building
Planning

Comments by each Division or Department:

Building

All building changes need permits.
All sign changes need approval and sign permit.
Window signs cannot exceed 25% of window or fines will be levied.
Certificate of Occupancy is needed -\$100 fee.
The Director of Inspectional Services has no objection to the issuance/ renewal of this license as the applicant has been made aware of seating capacity and necessity for showing proof of ownership of sidewalk

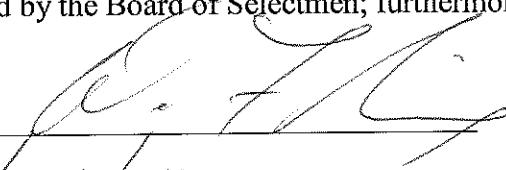
Plumbing

The Inspector of Plumbing and Gasfitting has no objection to the issuance/ renewal of this license.
All plumbing and Gasfitting work requires that the permits be obtained from this office for their respective trades by licensed contractors.

Electrical

The Inspector Wires has no objection to the issuance/ renewal of this license.
The applicant acknowledges that this is a conditional approval of the premises only and is not to be constructed as approval by the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: 

Date: 9/21/17

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by 9/20/17
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 167 Massachusetts Ave. (Formerly: Something Sweet Without Wheat)
Applicant's Name: Derek Fleming (corporate name: 169 Massachusetts Ave, LLC)
D/B/A: The Green Light of America
Telephone: 413 387-7290
Department: Sent Interoffice Mail & E-mail Date: 8/24/17

Meeting Date: 9/25/17

Re: COMMON VICTUALLER LICENSE

Police
Fire
Board of Health
Building
Planning

Comments by Allison Carter, Economic Development Coordinator, Department of Planning and Community Development:

The proposed business is at the former location of Something Sweet Without Wheat, which was a bakery. The proposed use is a café serving breakfast and lunch. It is located in a B3 Zoning District, which is a village business district. This storefront has been vacant for a number of months while the property owner has worked to find a suitable tenant. This is an appropriate use for this location.

The Department has no objection to the issuance of a Common Victualler license to this business.

Any changes in signage, including signs in the window, and changes to the façade of the building may be subject to review by this Department. The Applicant is reminded that all signs, including re-lettering of the existing signs require a permit issued by the Building Department. Other provisions of the Zoning Bylaw may apply as determined by the Building Inspector.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature:  Date: 9/21/17

OFFICE OF THE BOARD OF SELECTMEN

730 Massachusetts Avenue

Town of Arlington

Massachusetts 02476-4908

(781) 316-3020

(781) 316-3029 fax

\$60.00 Filing Fee

APPLICATION

☐ COMMON VICTUALLER LICENSE

☒ FOOD VENDOR LICENSE (Take Out Only)

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location 169 MASS AVE, Arlington, MA 02474
Name of Applicant Derek Fleming, CAO
Corporate Name (if applicable) 169 Massachusetts Ave, LLC
D/B/A The Green Light of Arlington
Date August, 8 2017

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name  Derek Fleming

Signature Name _____

Phone: 413-387-7290 Email: derek@BETHEGREENLIGHT.COM

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name <u>Derek Fleming</u>	Name <u>DAVID O'Brien</u>
Address <u>26 Aldrich Rd</u>	Address <u>P.O. Box 1011</u>
City <u>Wilmington, MA</u> Zip <u>01887</u>	City <u>Norwood Duxbury</u> Zip <u>02331</u>
DESCRIPTION OF APPLICANT	DESCRIPTION OF APPLICANT
Born in the U.S., Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Born in the U.S., Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Born Where <u>Springfield, MA</u>	Born Where <u>Norwood, MA</u>
Date of Naturalization <u></u>	Date of Naturalization <u>N/A</u>
Male or Female <u>Male</u>	Male or Female <u>Male</u>
Date of birth <u>[REDACTED]</u>	Date of birth <u>[REDACTED]</u>
Height <u>6 ft. 0 in.</u>	Height <u>6 ft. 0 in.</u>
Weight <u>210 lbs</u>	Weight <u>175</u>
Complexion <u>Light</u>	Complexion <u>Fair</u>
Hair <u>Brown</u> Eyes <u>Green</u>	Hair <u>Blk/Gry</u> Eyes <u>Blue</u>
Mother's Name <u>Katherine Fleming</u>	Mother's Name <u>MALCOLN SON</u>
Father's Name <u>JAMES M. Fleming</u>	Father's Name <u>O'Brien</u>
Wife's Maiden Name <u>Kurgetewicz</u>	Wife's Maiden Name <u>PARSONS</u>
Photo 1 inch by 1 inch	

=====

The Establishment shall operate as:

☐ Sole Ownership ☐ Partnership ☐ Total Number of Partners ☒ Corporation Based in MASS
(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required: Parent corp. Your BEST SHOT INC

President DAVID O'Brien, CEO / President
Secretary Derek Fleming, Managing Partner
Treasurer

Name

Address

Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast See Attached menu

Yes ☒ No ☐

Lunch

Yes ☒ No ☐

Dinner

Yes ☐ No ☒

Do you own the property? Yes ☐ No ☒ Tenant At Will ☒ Lease 5/5 years

Hours of Operation:

Day Mon-Fri Hours 7-4

Day SAT Hours 7-3

Day Sun Hours 8-2

Floor Space 456 Sq. Ft. Seating Capacity (if any) 0

Parking Capacity (if any) N/A spaces Number of Employees 3

List Cooking Facilities (and implements)

(1) 4-Slice Toaster

Will a food scale be in use for sale of items to the public? Yes ☐ No ☒

Will catering services be provided by you? Yes ☐ No ☒

A copy of the following items must be submitted with the application:

1. Layout Plan of Facility & Fixtures
2. Site Plan (obtained at Bldg. Dept., 51 Grove St.)
3. Outside Facade and Sign Plan (dimensions, color)
4. Menu
5. Maintenance Program

If the facilities are not yet completed, provide estimated cost of work to be done \$ 15,000 ⁰⁰

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date _____ Time _____

Board Action: Approved Yes ☐ No ☐

-- APPLICANT'S RESUME --

<i>Food Business Experience of Applicant</i>	
From <u>9/21/2013</u>	to <u>Present day</u>
Employee <u>Larry O'Brien</u>	D/B/A <u>The Green Light of</u>
Sole Owner <u>Sole ownership</u>	Locations <u>Pembroke, marshfield, Duxbury, Belmont</u>
Partnership _____	Type Food _____
Corporation <u>LLC</u>	Number of Employees <u>2 -> 46</u>

From _____	to _____
Employee _____	D/B/A _____
Sole Owner _____	Location _____
Partnership _____	Type Food _____
Corporation _____	Number of Employees _____

List any other information that you feel will assist in the review of this application.

We are here to provide Arlington a delicious,
nutritious option for breakfast & lunch. We only serve
100% plant based foods without the use of animals or their byproducts.
We hope to have a business in Arlington for many many
years and love the town.

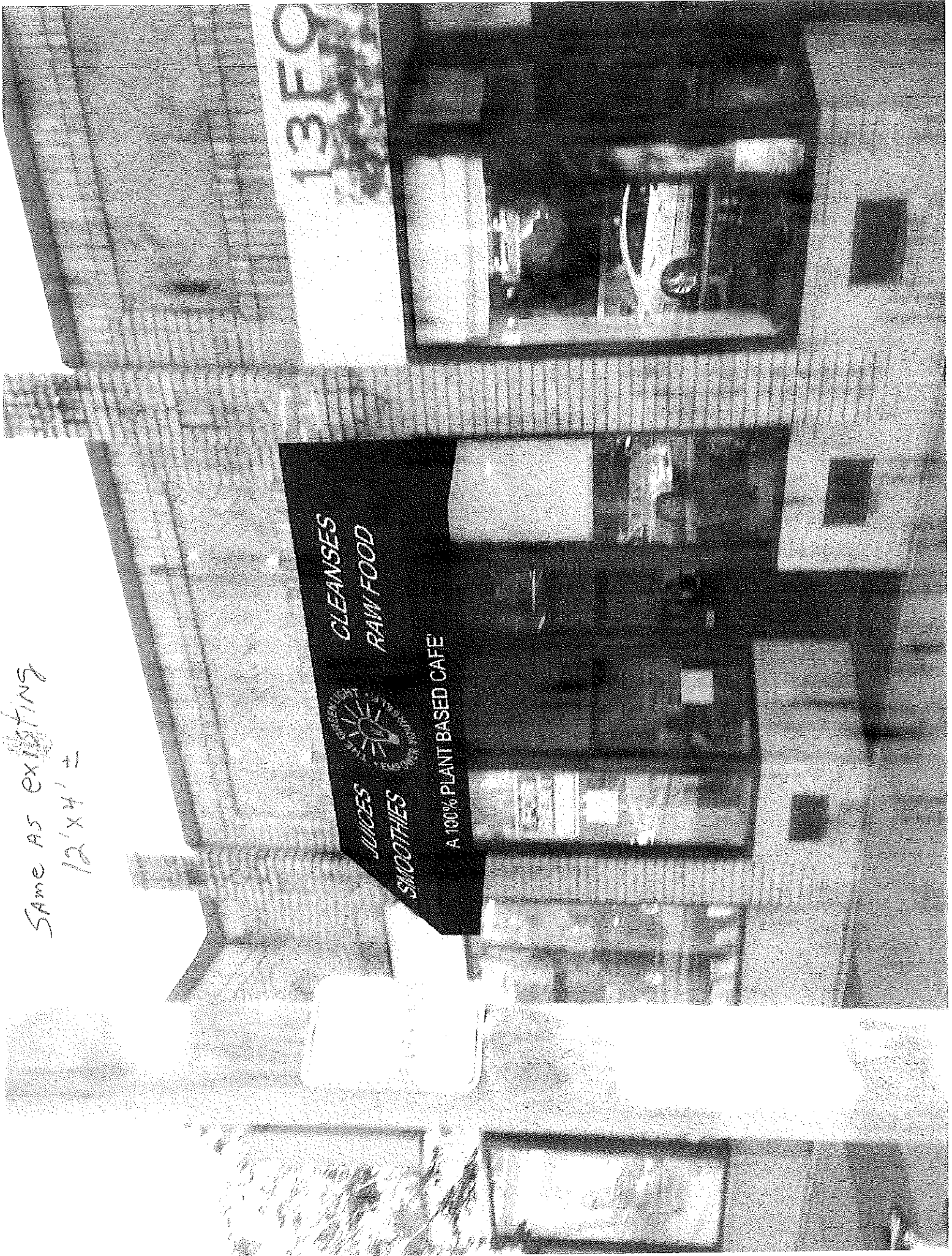
REFERENCES

Bank <u>Eastern Bank</u>	Type Account	Personal _____	Business <u>✓</u>
Address <u>43 Middlesex Turnpike</u>	Phone <u>781-238-4700</u>		
Account Number _____	Contact <u>Sue Shaw</u>		
Personal Reference <u>Derek Flanning</u>	- Business Partner		
Address <u>26 Aldrich Rd</u>	Phone <u>413-387-7290</u>		
Prior Employer <u>Self employed - ADP Small Business Services</u>			
Address _____	Phone _____		
Number of years employed _____	From _____	To _____	
Contact _____	Position Held <u>owner</u>		
Other _____			

Name

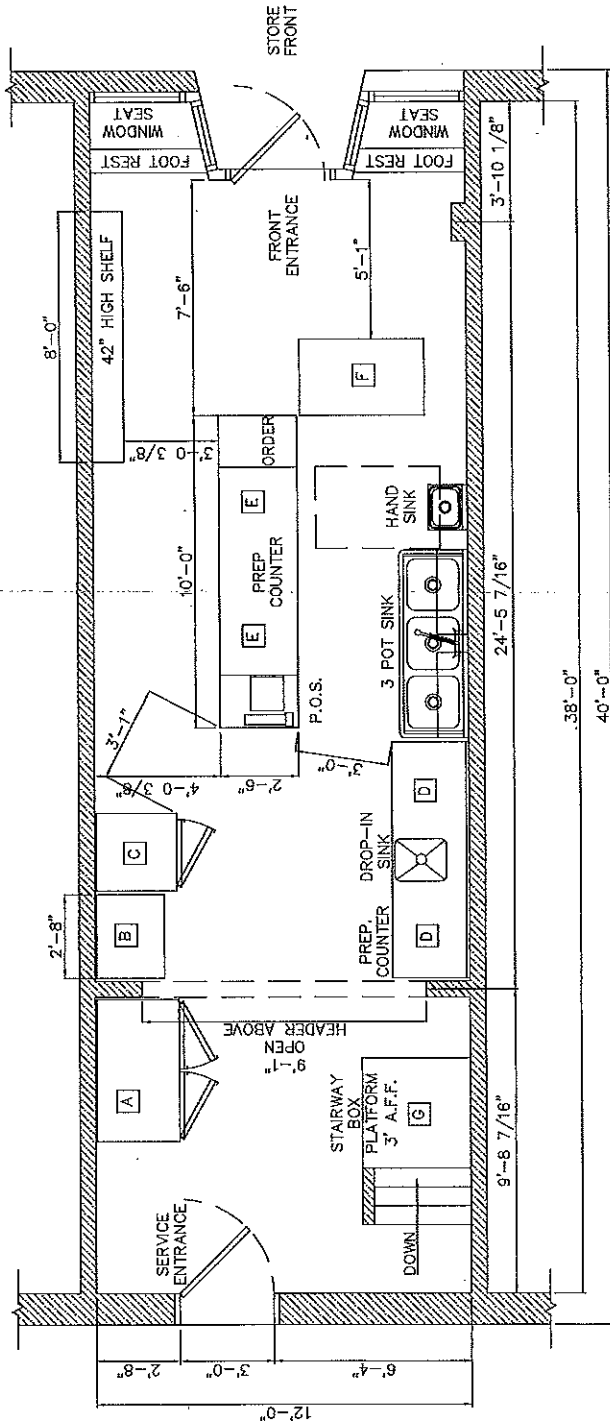
Address

Same as existing
12'x4' ±



EQUIPMENT LIST:

- A: ATOSA COMMERCIAL FRIDGE 6.5 AMPS 54.4" x 31.5"
- B: BREVILLE JUICER 1,000 WATTS
- C: WHIRLPOOL REFRIGERATOR FREEZER STD. 15 AMP OUTLET - 29 5/8" W x 30 7/8" DEEP
- D: GREEN STAR ELITE GSE - 5000 JUICER 200 WATTS
- E: VITAMIX 5200 BLENDER 11.5 AMPS
- F: TRUE REFRIGERATED DISPLAY CASE 7.6 AMPS 48" x 29"
- G: PROCTOR SILEX #24850 COMMERCIAL TOASTER 1650 WATTS



FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

THE GREEN LIGHT
169 MASS AVE.
ARLINGTON, MA

FIRST FLOOR PLAN
JIM FLEMING
CONSTRUCTION MANAGEMENT
STREET, TOWN, STATE, ZIP

12 AUG 17

A2

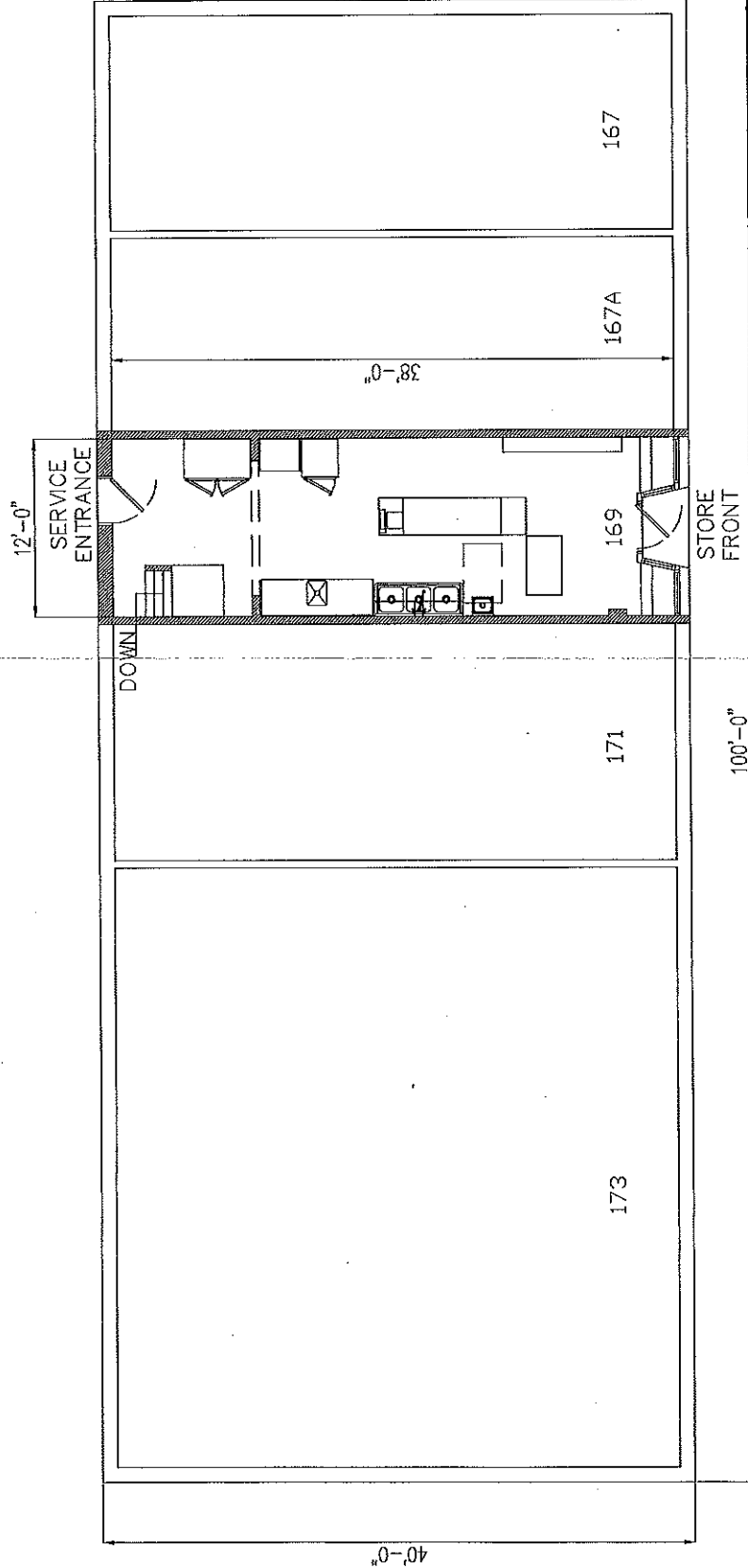
THE GREEN LIGHT
169 MASS AVE.
ARLINGTON, MA

FIRST FLOOR PLAN

JIM FLEMING
CONSTRUCTION MANAGEMENT SERVICES
NEWMARKET, NH 03857

14 AUG 17

A3

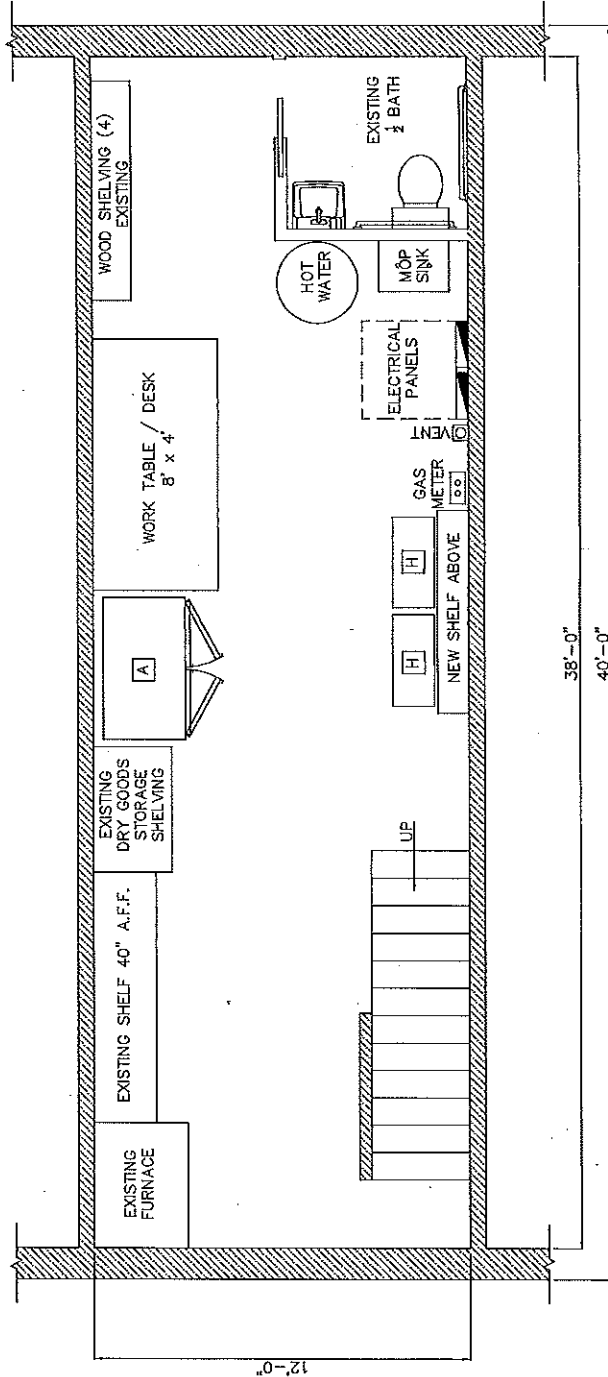


KEY PLAN

SCALE: 1/8" = 1'-0"

EQUIPMENT LIST.

- A: ATOSA COMMERCIAL FRIDGE 6.5 AMPS 54.4" x 31.5"
- B: BREVILLE JUICER 1,000 WATTS
- C: WHIRLPOOL REFRIGERATOR FREEZER STD. 15 AMP OUTLET - 29 5/8" W x 30 7/8" DEEP
- D: GREEN STAR ELITE GSE - 5000 JUICER 200 WATTS
- E: VITAMIX 5200 BLENDER 11.5 AMPS
- F: TRUE REFRIGERATED DISPLAY CASE 7.6 AMPS 48" x 29"
- G: PROCTOR SILEX #24850 COMMERCIAL TOASTER 1650 WATTS
- H: COMMERCIAL CHEST FREEZER 0.65 AMPS 25" x 16 3/8"



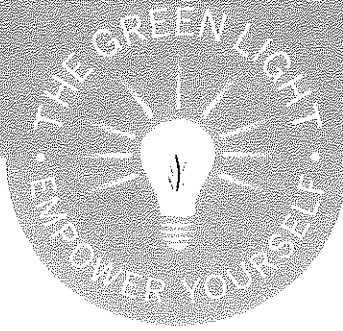
BASEMENT PLAN
SCALE: 1/4" = 1' - 0"

BASEMENT PLAN

JIM FLEMING
CONSTRUCTION MANAGEMENT SERVICES
NEWMARKET, NH 03857

THE GREEN LIGHT
169 MASS AVE.
ARLINGTON, MA

14 AUG 17



juices • smoothies • cleanses

The Green Light is a nutrition and wellness company, that provides the road map to optimal health! Visit us at www.bethegreenlight.com

OUR SIGNATURE JUICE

12oz. \$5.95 | 16oz. \$7.25 | 24oz. \$9.25 | Quart \$13.50 | Half Gallon. \$25.00

The Green Light

Spinach, Kale, Cilantro, Celery, Cucumber, Apple, Ginger, Lemon

JUICES

12oz. \$4.95 | 16oz. \$6.25 | 24oz. \$8.25 | Quart \$12.50 | Half Gallon. \$24.00

Crimson Sunset

 Carrot, Apple, Beet, Ginger

What's Up Doc?

 Carrot, Apple, Celery

Create YOUR own vegetable juice

Choose **two** of these: Carrot, Apple, Cucumber, Beet, Celery

Plus **two** of these: Kale, Spinach, Cilantro, Ginger, Lemon

10oz Kid's Juice

 Apple, Apple Pineapple or Create Your Own. \$2.95

YOUR BEST SHOT

1oz. \$3.65 | 2oz. \$4.65

Organic Wheatgrass or Ginger

 (Frozen shots available too!)

MORE OF THE BEST

Earth's Best Granola

 Original • Apple • Banana 16 oz. \$8 | 32 oz. \$15

100% Organic | Raw | Vegan | Gluten Free | Wheat Free | Nut Free

"To Live For" Chocolate Truffle

100% Organic | Raw | Vegan \$2.95 each | Box of 8 \$23

"Outrageous" Coconut Cream

100% Organic | Raw | Vegan Small \$5.85 | Large \$10.75

GREEN LIGHT CAFE FOOD

Smashed Avocado Toast

 One slice \$4.25 | Two slices \$7.75

Acai Berry Bowl

 \$10.95

Fresh Rolls With house made Almond Dipping Sauce

 \$9.25

RAW DAVE'S FAVORITES

10 oz. \$4.95 | 12 oz. \$5.95 | 16 oz. \$7.95 | 24 oz. \$10.95

- 12 Banana, Goji Berries, Maca, Cacao, & Coconut Water
- 12 Banana, Cashews, Coconut Oil, Vanilla & Coconut Milk.

FRUIT SMOOTHIES

Kids 10 oz \$2.75 | 12 oz. \$4.95 | 16 oz. \$6.95 | 24 oz. \$8.25

- 15 Banana, Mango, Pineapple, with Coconut Water
- 11 Banana, Blueberries, Strawberries, with Coconut Milk
- 15 Banana, Blueberries, Strawberries, with Orange Juice
- 15 Mango, Blueberries, Strawberries, with Coconut Milk
- 17 Banana, Blackberries, Raspberries, with Orange Juice
- 19 Pineapple, Mango, Blueberries, with Coconut milk

Available with Almond Milk or Rice Milk

Super Smoothie Enhancers \$1.50 each

Goji Berries • Cacao Nibs • Hemp Seeds • Chia Seeds • Flax Seeds • Pumpkin
Seeds • Cashews • Almonds • Brazil Nuts • Dates • Coconut Oil • Hemp Oil

More Enhancers \$2.00 each

Super Greens • Raw Maca • Protein

Go Green on YOUR Smoothie \$1.00 each

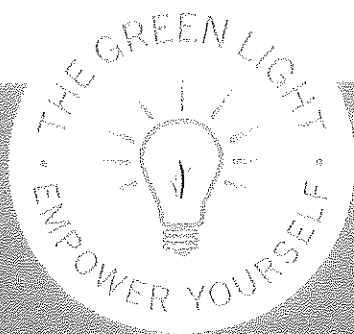
Kale • Spinach

THE GREEN LIGHT CLEANSE

The most effective cleanse on the planet

Energize, alkalize, eliminate toxins, and reset your taste buds. You may do the
clease for as many days as you like. In our experience, the most effective time
frame is for 5 days. No matter what your current state of health is, you can
benefit from this! Call or stop by for more information. *Investment \$65 a day*

Please inform your server of any food
allergies before placing your order



Visit us at www.bethegreenlight.com

Like us on [Facebook.com/bethegreenlight](https://www.facebook.com/bethegreenlight)

info@bethegreenlight.com



Town of Arlington, Massachusetts

For Approval: Common Victualler License

Summary:

478 Mass. Ave., 478 Massachusetts Avenue, David Spinney/Joseph Marcus

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Ref_Mat_9.25.17_478_Mass._Ave..pdf	application packet

LICENSE APPLICATION REPORT

Type of License: Common Victualler License

Name of Applicant: David Spinney/Joseph Marcus d/b/a 478 Mass. Ave.

Address: 478 Massachusetts Avenue

The following Departments have **no objections** to the issuance of said license:

- Police x
- Fire
- Health
- Building
- Planning

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police
- Fire x
- Health x
- Building x
- Planning x

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police
- Fire
- Health
- Building
- Planning

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

August 28, 2017

On Monday, August 28, 2017 at 3:30 PM, I called and spoke with David 478 Spinney regarding this application for a Common Victualler License for the Big Papa's H, located at 478 Mass Ave. Mr. Spinney stated that he and his partner Joseph Marcus will be opening this restaurant in early October if everything runs smoothly. Spinney stated that there will be no outside seating or alcohol served at this time but maybe will be applying for it in the future. Spinney stated that he and Marcus will be working and running the day to day operations in the restaurant. MAS
AW

I advised Mr. Spinney that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victualler License for the Big Papa's restaurant.

Respectfully Submitted,

Detective Edward DeFrancisco

 9/21/17

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

 9/21/17



Arlington Fire Department Town of Arlington

Administrative Office

411 Massachusetts Ave, Arlington, MA 02474

Phone: (781) 316-3803 Fax: (781) 316-3808

Email: jkelly@town.arlington.ma.us

John R Kelly
Deputy Fire Chief

478 MASS. AVE.

Checklist for food sales ownership conversion.

- All exit signs and emergency lights must be tested and in good working order
- FACP must have annual test paperwork on hand and be free of trouble and alarm signals
- Sprinkler system (if present) shall have current inspection tag
- All extinguishers must be hung with signs and a current inspection tag
- "K." extinguisher mounted and tagged in the kitchen area if using fat to cook
- All exits and exit paths must be in proper working order and free from storage
- No storage of excess combustibles allowed inside building or near exit ways
- Hoods must have current inspection/cleaning sticker attached
- Kitchen extinguishing systems must have current inspection tags
- If Ansul or Sprinklers present FACP must report to monitoring company
- Address must be clearly visible from the street
- Electrical panels must be accessible from floor to ceiling for the entire width
- Call for inspection after all has been completed 781-316-3803

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: _____

Date: 9/21/17



Town of Arlington
Department of Health and Human Services
Office of the Board of Health

27 Maple Street
Arlington, MA 02476

Tel: (781) 316-3170
Fax: (781) 316-3175

MEMO

To: Board of Selectmen
From: Kylee Sullivan, Health Compliance Officer
Date: September 19, 2017
RE: Board of Health Comments for Selectmen's Meeting on September 25, 2017

Please accept the following as comments from the Office of the Board of Health:

478 Mass. Ave. (478 Mass Ave)
Common Victualler License

- *This establishment has contacted the Health Department and is the process of completing the plan review application. A permit will not be issued until plans are approved and a final pre-operational inspection has been conducted to ensure the establishment is in compliance with the Food Code.*

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: _____

Date: _____

9/21/17

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, 9/20/2017
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 478 Massachusetts Ave. (Formerly: Elton's Roast Beef)
Applicant's Name: David Spinney/Joseph Marcus (Corporate Name: Food for Thought LLC)
D/B/A: 478 Mass. Ave.
Telephone: 904 303-5811
Department: Sent Interoffice Mail & E-mail

Date: 8/24/2017

MEETING DATE: 9/25/2017

Inspected By:

RE: COMMON VICTUALLER

Police
Fire
Board of Health
~~Building~~
Planning

Building

All building changes need permits.

All sign changes need approval and sign permit.

Window signs cannot exceed 25% of window or fines will be levied.

Certificate of Occupancy is needed - \$100 fee.

The Director of Inspectional Services has no objection to the issuance/ renewal of this license as the applicant has been made aware of seating capacity and necessity for showing proof of ownership of sidewalk

Plumbing

The Inspector of Plumbing and Gasfitting has no objection to the issuance/ renewal of this license.

All plumbing and Gasfitting work requires that the permits be obtained from this office for their respective trades by licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance/ renewal of this license.

The applicant acknowledges that this is a conditional approval of the premises only and is not to be construed as approval by the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: David Spinney

Date: 9/21/17

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by 9/20/17
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 478 Massachusetts Ave. (Formerly: Elton's Roast Beef)
Applicant's Name: David Spinney/Joseph Marcus (corporate name: Food For Thought LLC)
D/B/A: 478 Mass. Ave.
Telephone: 904 303-5811
Department: Sent Interoffice Mail & E-mail Date: 8/24/17

Meeting Date: 9/25/17

Re: COMMON VICTUALER LICENSE

Police
Fire
Board of Health
Building
Planning

Comments by Allison Carter, Economic Development Coordinator, Department of Planning and Community Development:

The proposed business is at the former location of Elton's Roast Beef, which was a pizza parlor. The proposed use is a take-out restaurant with limited seating serving breakfast, lunch, and dinner. It is located in a B5 Zoning District, which is a central business district. This storefront has been vacant for a number of months and it is a welcome addition to Arlington Center. This is an appropriate use for this location.

The Department has no objection to the issuance of a Common Victualer license to this business.

Any changes in signage, including signs in the window, and changes to the façade of the building may be subject to review by this Department. The Applicant is reminded that all signs, including re-lettering of the existing signs require a permit issued by the Building Department. Other provisions of the Zoning Bylaw may apply as determined by the Building Inspector.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: David Spinney

Date: 9/21/17

OFFICE OF THE BOARD OF SELECTMEN

730 Massachusetts Avenue

Town of Arlington

Massachusetts 02476-4908

(781) 316-3020

(781) 316-3029 fax

\$60.00 Filing Fee

APPLICATION

☒ COMMON VICTUALLER LICENSE

☐ FOOD VENDOR LICENSE (Take Out Only)

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location 478 Massachusetts Ave
Name of Applicant David Spinney / Joseph Marcus
Corporate Name (if applicable) Big Papa's II
D/B/A Big Papa's II 478 MASS. AVE
Date July 21, 2017

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name [Signature]

Signature Name [Signature]

Phone: 904 303 5811 Email: lobstahroll7@gmail.com

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name <u>David Spinney</u>	Name <u>Joseph Marcus</u>
Address <u>89 Eastern Ave</u>	Address <u>145 Stone Ridge Rd</u>
City <u>Woburn MA</u> Zip <u>01801</u>	City <u>Franklin MA</u> Zip <u>02038</u>
DESCRIPTION OF APPLICANT	
Born in the U.S., Yes <u>✓</u> No <u> </u>	Born in the U.S., Yes <u>✓</u> No <u> </u>
Born Where <u>Lynn, MA</u>	Born Where <u>Winthrop MA</u>
Date of Naturalization <u> </u>	Date of Naturalization <u> </u>
Male or Female <u>Male</u>	Male or Female <u>MALE</u>
Date of birth <u> </u>	Date of birth <u> </u>
Height <u>6</u> ft. <u>1</u> in.	Height <u>6</u> ft. <u>1</u> in.
Weight <u>215</u>	Weight <u>220</u>
Complexion <u>Caucasian</u>	Complexion <u>Caucasian</u>
Hair <u>Brown</u> Eyes <u>Green</u>	Hair <u>Brown</u> Eyes <u>Hazel</u>
Mother's Name <u>Helen Spinney</u>	Mother's Name <u>Eileen Marcus</u>
Father's Name <u>Ivan Spinney</u>	Father's Name <u>David Marcus</u>
Wife's Maiden Name <u>Chong</u>	Wife's Maiden Name <u>Ludmer</u>
Photo <u>1 inch by 1 inch</u>	



The Establishment shall operate as:

☐ Sole Ownership ☐ Partnership ☐ Total Number of Partners ☒ Corporation Based in MA
(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President Managing Director David Spinney
Secretary Managing Director Joseph Marcus
Treasurer

Name

Address

Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast _____

Yes ☒ No _____

Lunch _____

Yes ☒ No _____

Dinner _____

Yes ☒ No _____

Do you own the property? Yes _____ No ☒ Tenant At Will _____ Lease 5 years

Hours of Operation:

Day Monday - Friday Hours 10 am to 10 pm

Day Saturday Hours 6 am to 10 pm

Day Sunday Hours 6 am to 3 pm

Floor Space 768 Sq. Ft. Seating Capacity (if any) 16

Parking Capacity (if any) _____ spaces Number of Employees 4

List Cooking Facilities (and implements)

Cooking area approximately 400 sq. ft. includes 2 fryers
one convection oven, one flat top 36", one four burner
cook top, 2 pizza ovens, one microwave, and refrigerators/freezers.

Will a food scale be in use for sale of items to the public? Yes _____ No ☒

Will catering services be provided by you? Yes ☒ No _____

A copy of the following items must be submitted with the application:

1. Layout Plan of Facility & Fixtures
2. Site Plan (obtained at Bldg. Dept., 51 Grove St.)
3. Outside Facade and Sign Plan (dimensions, color)
4. Menu
5. Maintenance Program

If the facilities are not yet completed, provide estimated cost of work to be done \$ _____

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date _____ Time _____

Board Action: Approved Yes _____ No _____

APPLICANT'S RESUME

Food Business Experience of Applicant

From April 1998 to December 2004
 Employee _____ D/B/A _____
 Sole Owner Sole Owner Location Beverly MA
 Partnership _____ Type Food Seafood / Sandwiches
 Corporation Big Papa's LLC Number of Employees 6

From _____ to _____
 Employee _____ D/B/A _____
 Sole Owner _____ Location _____
 Partnership _____ Type Food _____
 Corporation _____ Number of Employees _____

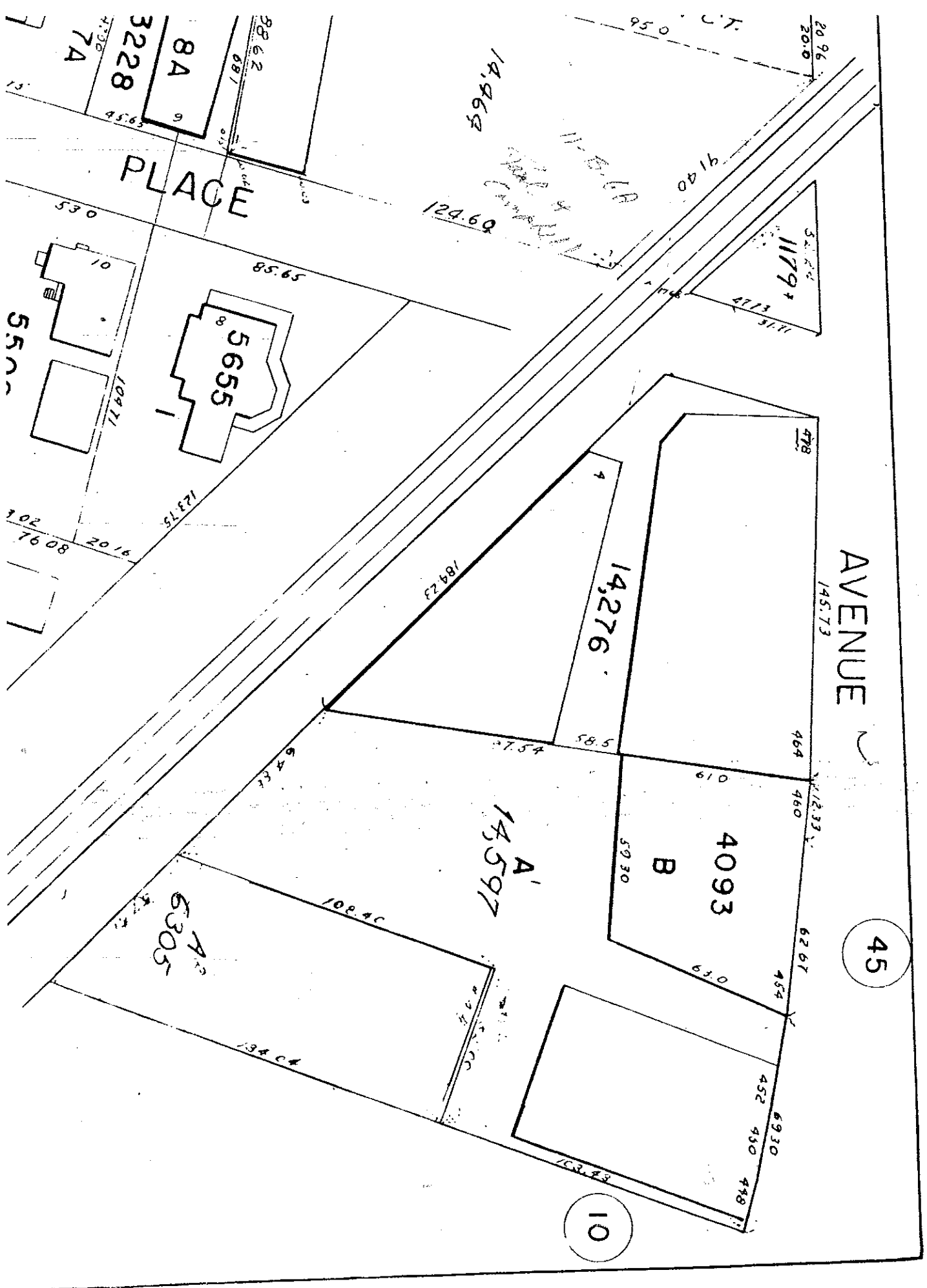
List any other information that you feel will assist in the review of this application.

REFERENCES

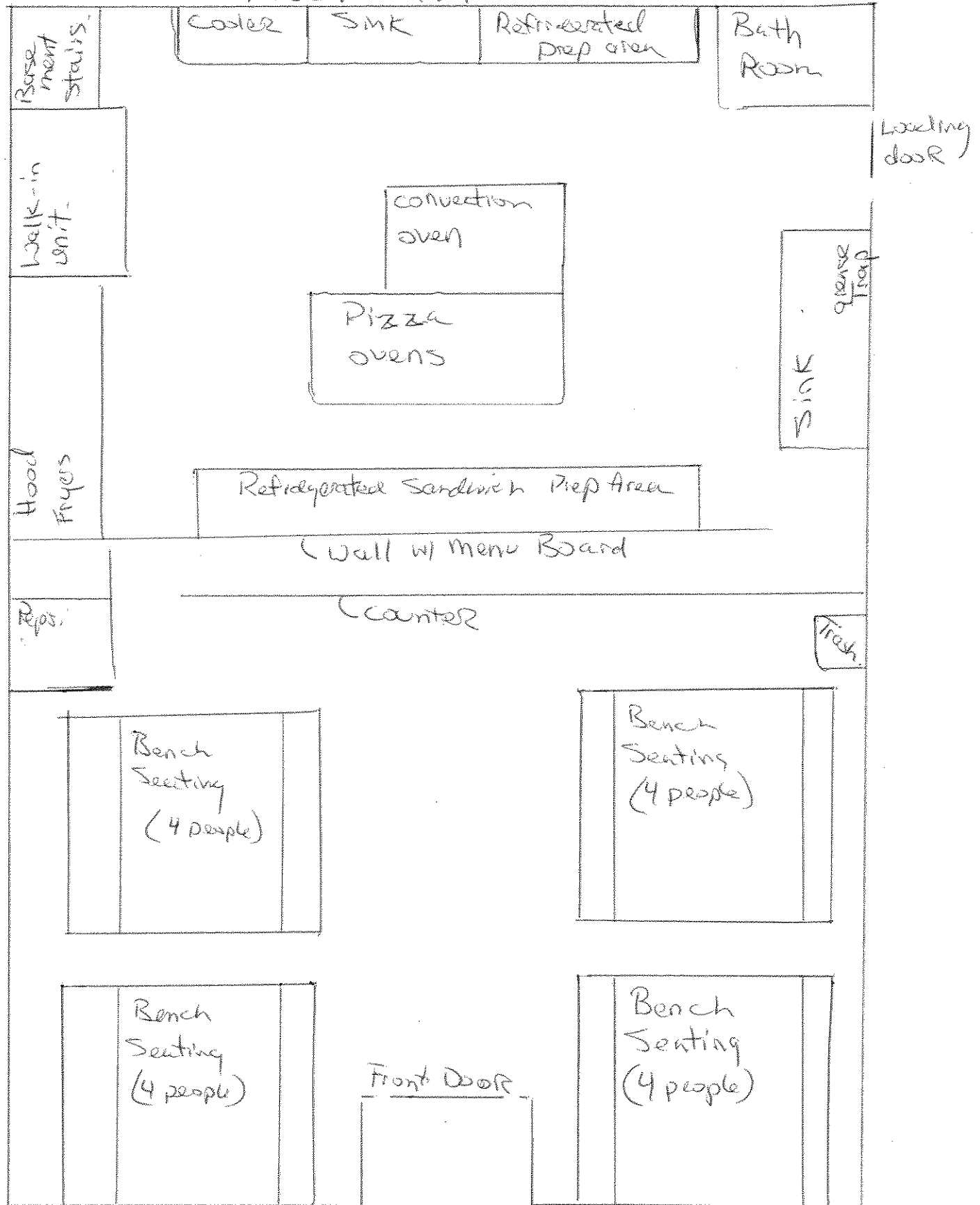
Bank Citizens Bank Type Account Personal Business ☒
 Address _____ Phone _____
 Account Number _____ Contact _____
 Personal Reference _____
 Address _____ Phone _____
 Prior Employer _____
 Address _____ Phone _____
 Number of years employed _____ From _____ To _____
 Contact _____ Position Held _____
 Other _____

Name

Address



Floor Plan



478 Mass Ave

Menu Options

Lobster Rolls

Hot

Cold

Baked Lobster

Steamed Lobster

Muscles

Steamers

Clam Chowder

Daily Soup Special

Hand Carved Sandwiches

Turkey

Ham

Sub Sandwiches

Steak & Chees

Steak Egg & Chees

Italian

American

Dinner Menu

Lobster Options

Steak

Korean

Shabu Shabu

Belgogi

Steak

Jap Jae

Sides

Salads

Kimchi

French Fries

Beverages

Waters

Juices

Soda

Coffees

Teas

Deserts

Brownies

Cookies- chocolate chip, molasses, and snicker doodle, chocolate with white chocolate,

Special Deserts- cakes, pies, ice creams

Breakfast

Eggs- scrambled, fried, poached

Pancakes – plain with fruit

Muffins

Bagels

Breakfast Sandwiches – on bagels, English muffins

478 Mass Ave

MAINTENANCE PLAN

Trash, refuse and garbage will be stored in a secured dumpster located at the rear of the premises which will be shielded and screened from public view. Refuse removal service will be provided by duly licensed contractors with pick-up as often as necessary, but not less than twice per week and between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday.

A duly licensed contractor will be used to ensure that no pest control issues arise.

The cooking and ventilation equipment will be regularly cleaned in accordance with manufacture instructions and industry recommendations.

The cooking ventilation equipment will be in accordance with the requirements of the Arlington Board of Health and the Redevelopment Board Special Permit,

The kitchen will be kept in the highest state of cleanliness and will be fully cleaned and sanitized nightly.

The floors will be swept and mopped multiple times daily.

The bathrooms and all other bathrooms will be cleaned according to the posted routine daily. The bathrooms are not intended for public use.

The area directly outside the entrance as well as the dining area will be monitored to ensure that it is free of debris and/or clutter, cleaned daily, as well as free from snow and ice.

All owners and managers will hold a Food Manager Certificate from ServeSafe.



Town of Arlington, Massachusetts

For Approval: Draft Liquor License Suspension Decision, Alexander Liquors Suspension Decision

Summary:

Douglas W. Heim, Town Counsel



Town of Arlington, Massachusetts

For Approval: AA Package Store Change of Manager

Summary:

Alexander Liquors, 94B Summer St., Atty. William Kelley
ABDELHAK ELFATIHI (Formerly Alex Kushnirsky/Owner)

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Ref_Mat_9.25.17_Alex._Liq_Chnge_of_Mgr.pdf	application packet

LICENSE APPLICATION REPORT

Type of License: AA Package Store - Change of Manager

Name of Applicant: ABDELHAK ELFATIHI d/b/a Alexander Liquors

Address: 94B Summer Street

The following Departments have **no objections** to the issuance of said license:

- Police x

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

September 20, 2017

On Wednesday, September 20, 2017 at 10:00 AM, I called and spoke with Abdelhak Elfatihi regarding this application for a Change of Manager for the ALEXander Liquors, located at 94B Summer St. Mr. Elfatihi stated that he has work for the Liquor Store for approx. 11 years. Mr. Elfahiti stated that the last 6 months he has been in the Arlington location. Mr. Elfahiti stated that he is the manager but would be taking over all manager responsibilities.

I advised Mr. Elfahiti that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Change of Manager for the Alexander Liquors.

Respectfully Submitted,

Detective Edward DeFrancisco

"Proactive and Proud"



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

AMENDMENT APPLICATION FOR A CHANGE OF MANAGER

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

ALEXANDER LIQUORS, INC. dba ARLINGTON LIQUORS

ABCC License Number

003000048

City/Town of Licensee

ARLINGTON

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: William

Middle: A

Last Name: Kelley Jr., Esq.

Title: Attorney

Primary Phone: 617-723-7200 x 228

Email: wkelly@considinefurey.com

3. BUSINESS CONTACT

Please complete this section ONLY if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name: Not Applicable

Primary Phone:

Fax Number:

Alternative Phone:

Email:

Business Address (Corporate Headquarters)

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

Mailing Address

☐ Check here if your Mailing Address is the same as your Business Address

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? ☒ Yes ☐ No

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No
If yes, attach an affidavit that lists your convictions with an explanation for each

Have you ever been Manager of Record of a license to sell alcoholic beverages? ☐ Yes ☒ No

If yes, please list the licenses for which you are the current or proposed manager:

Do you have direct, indirect, or financial interest in this license? ☐ Yes ☒ No

If yes, percentage of interest

If yes, please indicate type of interest (check all that apply):

<input type="checkbox"/> Officer	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Stockholder	<input type="checkbox"/> LLC Manager
<input type="checkbox"/> LLC Member	<input type="checkbox"/> Director
<input type="checkbox"/> Partner	<input type="checkbox"/> Landlord
<input type="checkbox"/> Contractual	<input type="checkbox"/> Revenue Sharing
<input type="checkbox"/> Management Agreement	<input type="checkbox"/> Other

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
May 2009 to present	manager/supervisor	Alexander Liquors, Inc.	457 Salem Street, Medford, MA	7813967400

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

September 5, 2017

At meeting of the Board of Directors of ALEXANDER LIQUORS, INC., held at 457 Salem Street, Medford, MA 02155, on SEPTEMBER 5, 2017, it was duly voted that the Corporation apply to the local licensing authorities, the Board of Selectmen for the Town of Arlington, for a CHANGE OF MANAGER for the license issued to the Corporation:

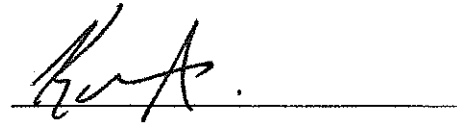
VOTED: To authorize ALEXANDER KUSHNIRSKY to sign any application submitted in the name of the ALEXANDER LIQUORS, INC. and to execute on the Corporation's behalf, any necessary papers and do all things required to have the application granted and approved.

VOTED: To appoint ABDELHAKEL FATHI of ALEXANDER LIQUORS, INC. as its manager of principal representative, and hereby grant him/her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts.

VOTED: That a copy of this VOTE duly certified by the Clerk of the Corporation and delivered to the manager appointed, or principal representative, shall constitute the written authority required by Massachusetts General Laws chapter 138, § 26.

This Corporation has not been dissolved.

A true copy attest,

A handwritten signature in black ink, appearing to read 'A. Kushnirsky', is written over a horizontal line.

ALEXANDER KUSHNIRSKY, CLERK

APPLICANT'S STATEMENT

I, ALEXANDER KUSHNIRSKY the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP member
Authorized Signatory

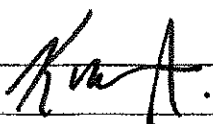
of ALEXANDER LIQUORS, INC., hereby submit this application for CHANGE OF LICENSE MANAGER
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:



Date:

SEPTEMBER 5, 2017

Title:

DIRECTOR, PRESIDENT, TREASURER & CLERK



Town of Arlington, Massachusetts

CITIZENS OPEN FORUM



Town of Arlington, Massachusetts

For Approval: Transportation Advisory Committee Recommendations

Summary:

a) Lowell Street @ Arlington Reservoir

Jeff Maxtutis and Jeanette Rebecchi

b) Traffic and Parking Changes due to Relocation of Lesley Ellis School

Scott Smith and Howard Muise

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Lowell_Street_Memo_to_BoS_(1).pdf	TAC Memo to Board: Lowell Street Recommendations
▢ Reference Material	Lowell_street_Preliminary_Pedestrian_Improvement_Sketch_12-29-16_(2).pdf	Lowell Street Pedestrian Sketch
▢ Reference Material	LesleyEllisFinal_(2).pdf	TAC Memo and Recommendations re Relocation of Lesley Ellis School



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Laura Wiener

To: Board of Selectmen

Subject: Lowell Street at Arlington Reservoir

Date: December 14, 2016

The Transportation Advisory Committee in collaboration with the Engineering Division has further reviewed the Arlington Reservoir section of Lowell Street in response to resident requests for further traffic calming measures. Phase 1 traffic calming measures including additional signage, pavement markings and pedestrian bollards were implemented in 2014. However, traffic data collected post implementation still shows speeds higher than the posted 30 mph speed limit.

	Average Speed (mph)	85th% Speed	% > 30 MPH
207 Lowell St			
2012	31	36	n/a
2014	32	37	66%
<i>Difference</i>	1	1	n/a
265 Lowell St			
2012	36	40	n/a
2014	25	37	43%
<i>Difference</i>	-9	-3	n/a

To address ongoing safety concerns TAC established a working group consisting of Jeff Maxtutis and Jeanette Rebecchi who met with neighbors several times in the past year to hear their concerns and vet potential recommendations. Proposed Phase 2 pedestrian improvements are shown in the attached concept plan. These measures developed by the

Engineering Division include:

- Driver feedback sign on approach from Lexington
- LED warning blinker signs on both approaches indicating crosswalk ahead
- Solar-powered, pedestrian-activated flashing beacon at Westmoreland Avenue pedestrian crossing

Transportation Advisory Committee Members:

Wayne Chouinard, Seth Federspiel, Mike Gordon, John Hurd, Melissa Laube, Jeff Maxtutis, Marjorie Moores,
Howard Muise, Officer Corey Rateau, Victor Rivas, Scott Smith, and Laura Wiener

Web site: www.arlingtonma.gov/tac

To: Board of Selectmen
Subject: Lowell Street at Arlington Reservoir
Date: December 14, 2016

2



Driver Feedback Sign



LED Warning Blinker Sign



Pedestrian Activated Flashing Beacon

- Eight new ADA compliant handicapped ramps installed at the corners of Westmoreland Avenue, West Court Terrace, and at the pedestrian crossings with the Reservoir.
- New concrete sidewalk on the north side of Lowell Street between Westmoreland Avenue and West Court Terrace
- New pavement markings

The Engineering Division has included this project in the Town's Complete Streets Prioritization Plan, and will seek funding each year through the new MassDOT complete streets program.

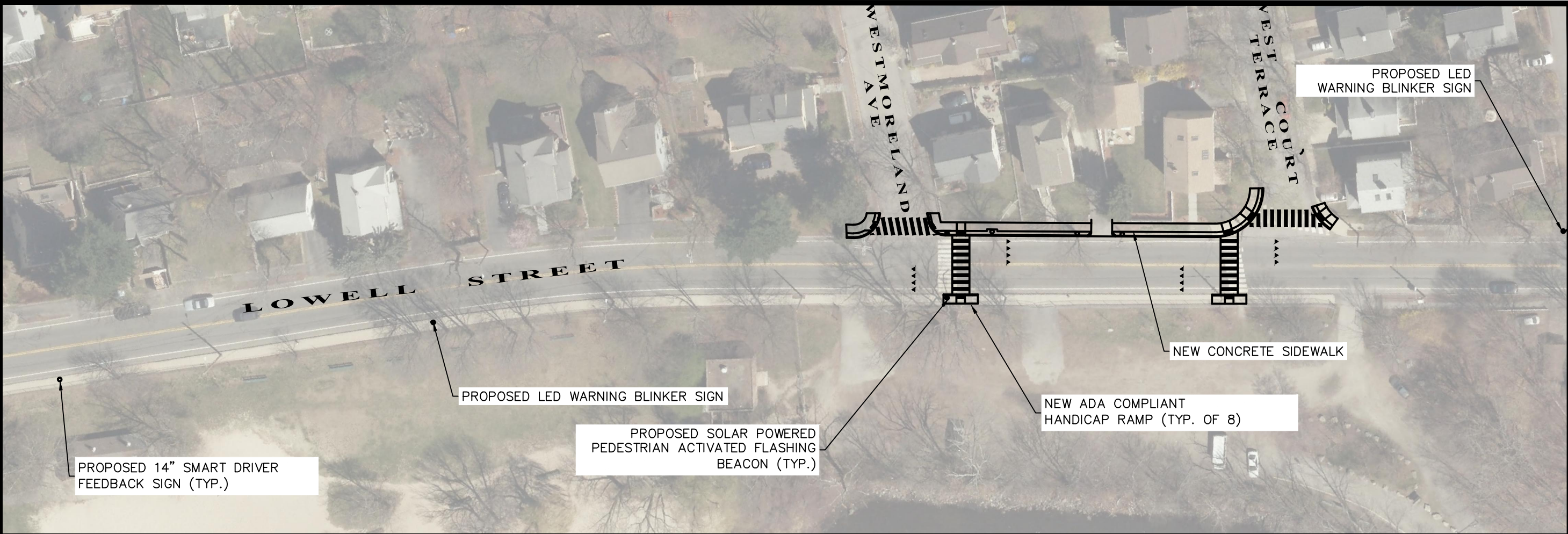
Respectfully submitted,

Howard Muise, Chair
Arlington Transportation Advisory Committee

Transportation Advisory Committee Members:

Wayne Chouinard, Seth Federspiel, Mike Gordon, John Hurd, Melissa Laube, Jeff Maxtutis, Marjorie Moores, Howard Muise, Officer Corey Rateau, Victor Rivas, Scott Smith, and Laura Wiener

Web site: www.arlingtonma.gov/tac



GENERAL NOTES

- 1. THIS PLAN HAS BEEN DEVELOPED BASED ON AVAILABLE RECORDS, AERIAL IMAGERY, AND OBSERVATIONS. ON-THE-GROUND CONDITIONS MAY VARY FROM THOSE SHOWN ON THIS SKETCH.
- 2. AN ON-THE-GROUND SURVEY WAS NOT CONDUCTED DURING THE PREPARATION OF THIS SKETCH.
- 3. LOCATIONS AND DIMENSIONS OF FEATURES SHOWN ON THIS SKETCH ARE APPROXIMATE IN NATURE.
- 4. THIS ESTIMATE SHALL BE USED FOR DISCUSSION PURPOSES ONLY. IT HAS ONLY BEEN DEVELOPED TO IDENTIFY AN ORDER OF MAGNITUDE COST ESTIMATE.

PRELIMINARY COST ESTIMATE

ITEM	QUANTITY		UNIT PRICE		ESTIMATED COST
SOLAR POWERED PUSHBUTTON ACTIVATED PEDESTRIAN CROSSING SYSTEM INCLUDES: RECTANGULAR RAPID FLASH BEACONS LED WARNING BLINKER SIGNS, AND ASSOCIATED EQUIPMENT	1	LS	\$14000	LS	\$ 14,000
SOLAR POWERED 14" SMART DRIVER FEEDBACK SIGN	1	EA	\$5395	EA	\$ 5,395
NEW CONCRETE HANDICAP RAMPS	8	EA	\$2500	EA	\$ 20,000
NEW CONCRETE SIDEWALKS	85	SY	\$75	SY	\$ 6,375
NEW PAVEMENT MARKINGS	1	EA	\$1750	EA	\$ 1,750
TOTAL:					\$ 47,520

Town of
ARLINGTON
Engineering Division
51 Grove Street
Arlington, MA 02476

LOWELL STREET PRELIMINARY
PEDESTRIAN IMPROVEMENT SKETCH - 2

DATE:
DEC 2016

SCALE:
1" = 60'

REVISION
○

SK—01



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Laura Wiener

To: Transportation Advisory Committee (TAC)

From: Lesley Ellis School Working Group

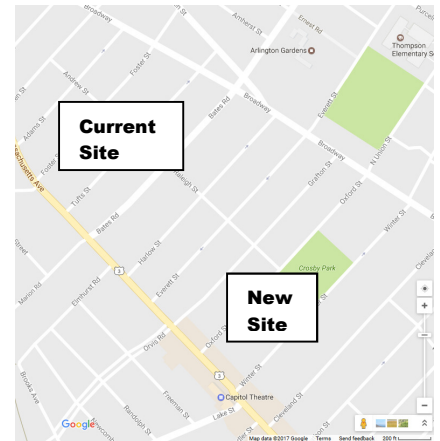
Subject: Anticipated Traffic and Parking Changes with the Relocation of Lesley Ellis School

Date: 12 April 2017

In late 2016, TAC was asked to review potential traffic and parking issues that might arise from the relocation of the Lesley Ellis School from the Gibbs School site (between Foster and Tufts Streets) to the Dearborn Academy site (between Oxford and Winter Streets). The Dearborn Academy will be relocating to Newton this summer. This report summarizes the working group's findings.

CONDITIONS

Both sites are located between pairs of one-way streets in East Arlington, running between Massachusetts Avenue and Broadway. The current Gibbs School site is located between Foster and Tufts Streets. Foster Street runs southwest towards Mass Ave and Tufts Street runs northeast towards Broadway. The current Dearborn Academy site is located between Oxford and Winter Streets. Oxford Street runs towards Mass Ave and Winter Street runs towards Broadway. Parking conditions on each street are as follows:



- Foster Street has a curb-to-curb width of 25 feet (typical for local streets in East Arlington). Parking is allowed on both sides, and most of the street is posted as Resident Only parking, with a no-parking zone adjacent to the school
- Tufts Street has a curb-to-curb width of approximately 30 feet. Parking is allowed on both sides, and most of the street is posted as Resident Only parking, with a 15-minute parking zone adjacent to the school
- Oxford Street has a curb-to-curb width of approximately 25 feet. Near the school, parking is permitted on the northwest side of the street (right side), not on the left side adjacent to the school. Closer to Mass Ave., parking is permitted only on the southeast side while closer to Broadway parking is permitted on both sides.
- Winter Street has a curb-to-curb width of approximately 24 feet (slightly narrower than other streets in East Arlington). Parking is allowed only on the southeast (right side) between Mass Ave. and the end of the school property and on both sides north of the school.

Transportation Advisory Committee Members:

Wayne Chouinard, Seth Federspiel, Charles Giroux, Michael Gordon, Pamela Heidell, Brian Kmetz, Melissa Laube, Jeff Maxtutis, Marjorie Moores, Howard Muise, Officer Corey Rateau, Scott Smith, and Laura Wiener

Web site: www.arlingtonma.gov/tac

OBSERVED DROP-OFF/PARKING ACTIVITY AT LESLEY ELLIS

Working group members observed conditions at the current school location in early December 2016. Overall, it appeared less hectic than what is typically seen at a public elementary school. Drivers parking for short term drop-off / pickup tended to ignore the resident permit and no-parking signs and parked adjacent to the school on both streets. The school gathered data about morning drop-off and afternoon pick-up that was consistent with the working group's observations:

Traffic Flow Monday, December 12, 2016 Lesley Ellis School Families at the Gibbs School Building

School day is as follows:

Early Childhood Program

Preschool, Prekindergarten, Transitional Kindergarten: 8:30* - 3:15

Some students go home at 12:30

Elementary Program

Grades K-4: 8:15*-3:15

Middle School Program

Grades 5-8: 8:15*-3:15

*There is an 8:00 drop off option for all students.

The following data collected on cars parking (averaging approximately 5-10 minutes), and dropping off and picking up students were provided by the school.

8:00-8:15

Early Childhood:	9 cars park
Elementary:	18 cars park
Middle School:	9 cars park/11 cars drop off

8:15-8:30

Early Childhood:	11 cars park
Elementary:	12 cars park
Middle School:	1 car parks/1 car drops off

8:30-8:45

Early Childhood:	17 cars park
Elementary:	5 cars park
Middle School:	0 cars

8:45-9:00

Early Childhood:	9 cars park
Elementary:	0 cars
Middle School:	0 cars

Transportation Advisory Committee Members:

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Web site; www.arlingtonma.gov/tac

12:25-12:40 pm

Early Childhood: 21 cars park

3:00-3:30 pm

Early Childhood: 10 cars park

Elementary: 30 cars park

Middle School: 9 cars park

The busiest period for traffic in the morning at the Lesley Ellis School is between 8:00 and 8:15 when 36 cars parked and another 11 dropped-off students for a total of 47 vehicles. Between 3:00 and 3:30 almost 50 vehicles arrive for pick-up with almost all parking for a short period of time. Parents park on both sides of both Foster and Tufts Streets for drop-off and pick-up.

COMPARISON WITH DEARBORN ACADEMY

To assess the potential for changes in traffic and parking conditions on Winter Street and Oxford Street, it is useful to compare traffic and parking demands for the existing Dearborn Academy and Lesley Ellis School. The following is based on information provided by Schools for Children, the organization that runs both schools:

Dearborn Academy

1. Current enrollment **90**
2. Number of staff **83**
3. Number of vans dropping off and picking up students on an average day **45**
4. Number of students who arrive by private vehicle **1 or 2**
5. Number of staff who drive **55**

Leslie Ellis

1. Current and next years projected enrollment **172**
2. Estimated number of students who walk, ride a bicycle or use MBTA **12-15**
3. Number of students who arrive by school bus or van, if any **none**
4. Number of students who carpool **72**
5. Current and projected number of staff **35**
6. Number of staff who drive **31**
7. Number of staff who carpool **2**

Based on this information, parking demand for staff at the Dearborn Academy site will decline from about 55 to 31. The capacity of the existing parking lot at Dearborn Academy is about 23 spaces (an exact count of spaces is not possible because the existing markings are worn off). Also, Dearborn Academy has space where they park several vans on-site overnight. On-street parking during the day by staff is expected to decline from about 30 vehicles to less than 5 vehicles. Total traffic for students arriving will increase from about 45 vehicles (almost all vans) to about 100 vehicles in the morning peak hour. The Dearborn Academy site includes a circular driveway off Winter Street where some drop-off and pick-up activity can occur off street.

Transportation Advisory Committee Members:

Wayne Chouinard, Seth Federspiel, Charles Giroux, Michael Gordon, Pamela Heidell, Brian Kmetz, Melissa Laube, Jeff Maxtutis, Marjorie Moores, Howard Muise, Officer Corey Rateau, Scott Smith, and Laura Wiener

Web site; www.arlingtonma.gov/tac

RECOMMENDATIONS

With the change in uses of the current Dearborn Academy site, traffic and parking conditions will change. There will be less demand for staff parking and no van activity, but more private vehicle pickup and drop-off. Based on the increase in drop-off and pick-up activity at the Dearborn Academy site and the narrow street widths, the following measures should be considered by the school:

- If feasible, provide a travel way between the circular driveway on the Winter Street side of the building and the parking lot driveway on Oxford Street. This could allow for some drop-off and pick-up activity to take place on the school property, especially for early childhood education and elementary school children.
- Remind parents who drop-off and pick-up students that no parking is permitted adjacent to the school property.
- Monitor traffic and parking after the move occurs.

In addition, the Town should:

- Restripe the Crosby Field parking lot to replace the obliterated parking space markings.
- Repave and repaint the crosswalk at the intersection of Oxford and Raleigh Streets.



Transportation Advisory Committee Members:

Wayne Chouinard, Seth Federspiel, Charles Giroux, Michael Gordon, Pamela Heidell, Brian Kmetz, Melissa Laube, Jeff Maxtutis, Marjorie Moores, Howard Muise, Officer Corey Rateau, Scott Smith, and Laura Wiener

Web site; www.arlingtonma.gov/tac

- Improve the grade on the Oxford Street parking lot driveway where some vehicles bottom out when entering or exiting.



Respectfully submitted,

Scott Smith – Working Group Lead
Howard Muise – Chair

Transportation Advisory Committee Members:

Wayne Chouinard, Seth Federspiel, Charles Giroux, Michael Gordon, Pamela Heidell, Brian Kmetz, Melissa Laube, Jeff Maxtutis, Marjorie Moores, Howard Muise, Officer Corey Rateau, Scott Smith, and Laura Wiener

Web site; www.arlingtonma.gov/tac



Town of Arlington, Massachusetts

FY17 Benchmark Salary Study

Summary:

Sandy Stapczynski, HRS Consulting

ATTACHMENTS:

Type	File Name	Description
Reference Material	Compensation_and_Survey_Study_for_TOA.pdf	Final Report



A COMPENSATION AND BENEFITS SURVEY STUDY FOR THE TOWN OF ARLINGTON, MASSACHUSETTS

FINAL REPORT

Sept. 21, 2017

Prepared by:

Human Resources Services, Inc.

9 Bartlet Street, Suite 186

Andover, Massachusetts 01810

Voice: 978-474-0200

Fax: 978-475-7925

www.hrsconsultinginc.com

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IV.	THE BENEFITS ANALYSIS.....	6
	DEFINITIONS.....	9
	ATTACHMENTS.....	11
	<ul style="list-style-type: none">• Town-Wide Market Data and Analysis by Community• School-Wide Market Data and Analysis by Community• Summary Town Data• Summary School Data• Comparative Benefits Data• Fire Union Positions Analysis• Police Union Positions Analysis• Overtime Eligibility Analysis	

A COMPENSATION AND BENEFITS SURVEY STUDY FOR THE TOWN OF ARLINGTON, MA

I. Introduction

The Town of Arlington, Massachusetts engaged Human Resources Services, Inc. (HRS) to determine the total compensation market competitiveness for union and non-union positions within the Town and School organizations. The purpose of the study was to compare the Town of Arlington to the external municipal/school labor market to ensure equitable pay levels for individual positions and groups of positions. The scope of this study was shaped by the Town of Arlington's interest in understanding and comparing total compensation, including benefits and pay, rather than simply pay; and also to conduct a comparison to Arlington. The Consultant Team also collected and analyzed compensation policies and standards from other comparable organizations. This comprehensive analysis will provide the Town with the necessary tools for town and school officials to strengthen their management and control of their total compensation programs. In its totality, it included a review of compensation and benefits for positions in the town government including Assessors, Comptroller, Department of Public Works, Health and Human Services, Human Resources, Inspections, Legal, Library, Multi-Office/General, Planning, Public Safety, Recreation, Technology, Town Clerk, Town Manager, Treasurer/Collector, Police, and Fire. The analysis also included a review of compensation and benefits for positions in the schools including Teachers, Principals, Deans, Administration, Facilities/Custodial, Cafeteria, Transportation, Business/Finance, Human Resources, and General Services.

At the onset of the study, the Consultant Team met with town officials to determine the parameters of the project and expected outcomes of the study. Several organizational meetings were conducted with Human Resources and Finance management. The Town provided HRS with the necessary documents for Arlington, compensation plans, town budgets, job descriptions, and other related information. The Consultant Team was given very specific directives. The project team also reviewed initial findings and issues with the management and union of the Town and Schools for thorough review and their input. Numerous preliminary documents were submitted to the Town for their review and policy direction.

Approximately 100 town/school positions representing hundreds of public employees were benchmarked and included in the analysis. The consultants conducted a thorough review of the positions within the organization as they currently exist by reviewing current job descriptions and discussing department structures with the client. The consultant team adhered to the following objectives of this study which was very focused:

1. Include all Town and School departments in the analysis.
2. Include all Union and Non-Union positions in the analysis.
3. Survey the Town's selected communities throughout the economic region.
4. Evaluate the external competitiveness of the salary, wages, and benefits compared to the market.
5. Show other total compensation pay for public safety positions.
6. Show the level of pay rates for teachers by educational attainment up to PHD.
7. Review when able, the overtime eligibility of positions.
8. Maintain the standard format and footprint for the similar HRS study conducted in 2014.
9. Ensure input by union leadership.
10. Provide easy to read and understand comparative charts.

For public safety union positions, the Consultant Team included in the analysis salary, wages, stipends, allowances, fees, educational incentives and other compensation that is uniformly applicable across the fire and police bargaining units for each community. For teaching positions within the school department, the Consultant Team included in the analysis salary, wages, education and time compensation, and other compensation that is uniformly applicable across teachers bargaining units for each community.

II. The Labor Market

There are three major steps to surveying the labor market: (1) defining the labor market to be surveyed; (2) selection of benchmarks (what will be surveyed); and (3) analysis of employer pay rates reported. For Arlington, the Consultants, in consultation with the Town, recommended that selection from other surrounding municipalities in Massachusetts is a strong consideration in the comparative municipal labor market. The Town of Arlington in a collaboration of its labor and management team, selected the comparable communities that are included and form the basis for this analysis, and they are: *Belmont, Brookline, Medford, Melrose, Milton, Natick, Needham, North Andover, Reading, Stoneham, Watertown, and Winchester*. They include surrounding municipalities as well as some of the most competitive municipalities in Massachusetts. Much thought and effort went into the selection of these communities in a collaborative effort; and they remain a strong set of comparable communities for Arlington. There are several considerations in defining the labor market, including areas from which employees are recruited, reside, and work; factors affecting turnover and separation; comparative economic conditions; unique environmental factors affecting workforce; and workforce composition considerations. Attempts are always made to find employers with similar occupations to match to benchmark positions.

HRS conducted a total compensation survey and market analysis to determine the market competitiveness for all benchmarked positions. To measure the pay rates among the Town's local government competitors for these positions, HRS distributed custom survey documents to comparable municipalities and school districts. This survey document was designed to collect information regarding specific components of pay rates including, minimum salary/wages, maximum

salary wages, number of hours per work-week, and number of weeks per work-year. The consultants also analyzed data points for each position (i.e. number of comparables per position surveyed). Additional information was provided from the comparable communities regarding policies of compensation plans; policies on longevity and employees who reach maximum level within classification grade; steps vs. ranges; the general policies on maintaining the organization's pay plan.

When reviewing the comparative market data charts attached to this report, please consider the following explanations:

1. The market data charts show current FY-2017 salary/wage information from similar communities.
2. All salary data collected has been annualized for comparison purposes. This does not denote exempt or non-exempt status, but rather it is done for ease in comparing data sets.
3. For each set of numbers, the top number in the box indicates the minimum salary and the bottom number indicates the maximum salary. Therefore the analysis shows the minimums and maximums for each datapoint received by a community, and the average, range, median, and 75th percent of market.
4. The percent data that Arlington data is high/low to the average is a variance comparison. Typically 10% is within the average range.
5. Data points are the number of responses for a given position.
6. In some instances there are blank boxes and that means (a) that the organization did not have a comparable position; (b) the consultants determined that the position was not comparable; or (3) the information was not made available to the consultants. Therefore, there may be blanks on the charts for any of these reasons.

Sometimes it is difficult to find exact positions from other comparable organizations. However, in general, if seventy-five percent of the duties and responsibilities are the same, then the position is a good match for market comparability purposes.

III. The Compensation Analysis for Police, Fire, Teachers

The compensation for police and fire included other types of compensation which is typical in similar public safety organizations. Specifically, the categories of general compensation studied for fire service union positions include: *maximum annual base wage, EMT-B stipend, HazMat pay, associate's degree pay, night differential, weekend differential, holiday pay, defibrillator pay, longevity @ 25 years, clothing and cleaning pay, and other pay* that are applicable across each bargaining unit. These categories formed the basis for general compensation and are reflected in all totals. The positions included: Firefighter, Fire Lieutenant, Fire Captain, Fire Deputy Chief. Specifically, the categories of general compensation studied for police service union positions include: *maximum annual base wage, education pay (new hire), longevity @ 25 years, night differential, weekend differential, firearms, defibrillator pay, clothing allowance, cleaning allowance, and other pay* that are applicable across each bargaining unit. These categories formed the basis for general compensation and are reflected in all totals. The positions included: Police Officer, Police Sergeant, Police Lieutenant, and Police Captain.

The compensation structure for teachers pay also includes other types of compensation which is typical in similar public school organizations. Specifically, the categories of general compensation studied for these positions included minimum and maximum pay wage, but it also shows pay at the various levels, as follows: Teacher – BA Min, Teacher MA - Min, Teacher - MA Step 6, Teacher MA- Max, Teacher-MA +15 Max, Teacher – MA +30 Max, Teacher-MA +45, Teacher-MA +60, Teacher-PHD. The school teacher's salary schedules are set-up with *grades, steps and lanes*. In many respects, they are three dimensional because the pay rates are determined by various factors; *position rank, education level, and longevity*. So a teacher's step and grade with an MA +15 is different from a teacher's step and grade with a MA +60.

HRS gathered and analyzed all union contracts thoroughly. Throughout the study these documents were reviewed multiple times by HRS consultants to ensure accuracy. Follow-up was also conducted with the various communities as needed on multiple occasions. As a final step, the union leaders in Arlington were given an opportunity to review and comment on HRS' findings. HRS commends the Town of Arlington for this very open, communicative and transparent effort.

As we stated, HRS compared and measured the pay rates among the Town of Arlington's local government competitors for these positions. More specifically, the Consultants systematically gathered and analyzed collective bargaining agreements, memoranda of agreements, JLMC decisions, salary schedules, and other contract materials and information from the comparable communities; follow-up discussion was also conducted with the communities to verify data and the application of compensation policies, such as longevity structure or educational structure as it relates to pay. Other municipalities are always the major source of comparative data for such a study. The Town's and School's Human Resources Departments, Town/School Management, in collaboration with the various Town/School union leaders greatly assisted the Consultants in gathering and collecting the information and follow-up information needed for this analysis. This was truly a team effort; consultants, human resources/management, and union.

IV. The Benefits Analysis

The survey also collected information on various pay policies and benefits. The consultants surveyed extensive information on health insurance. Arlington is a long-time GIC member. HRS summarized data from plans with the highest employer contribution for comparison purposes. Areas of focus included HRA, Individual Plan, Family Plan, and Retiree Plan. Information was gathered for non-GIC municipalities for individual and family plan. Additional benefits information was gathered for longevity (non-public safety), and vacation (non-public safety). The longevity analysis included looking at policies regarding this benefit for 5, 10, 15, 20, 25, and 30 years consecutively. Maximum vacation days were gathered for a benchmark for comparison purposes. Regarding pay structures, we found that most municipalities maintain a grade-and-step structure, similar to Arlington's pay schedules. Regarding pay progression, most of the surveyed communities indicated that employees move through the pay ranges based on both longevity and performance. However, in most situations, employees receive a step increase each year until they reach the maximum rate. All communities give a COLA, and it appears that the average cost-of-living adjustment is between 2 and 2 ½ percent according to the survey responses.

Whenever a study or analysis seeks ways to improve or enhance systems, it is important to recognize what the organization has accomplished to date. Much credit must be given to the Town of Arlington, its management, superintendents, HR administrators, and staff/employees, and principals/department heads for the efficiencies and levels of improvements to compensation administration programs to date. They have made every good effort to maintain a market-competitive compensation program that is appropriate for the Town. They have also defined their labor market for both Union and Non-Union which is evident by this study and the previous one. The Town has also benchmarked itself overall to the average as part of their compensation plan. Their process for external equity far exceeds what most communities are able to do.

While the Town has a professional compensation and classification system in place, it is in need of updating and modernization. HRS recommends that the Town now look to its internal equity among positions, to complement the market comparability analysis that they have done so well. As the economy continues to improve and other organizations look to raise their salaries and wages, the Town of Arlington may find the need to review its own compensation and classification program to ensure that it is competitive in order to attract and retain the necessary talent to provide vital municipal and school services. The compensation and classification plan is the foundation for the personnel system and also addresses job analysis, job descriptions, ADA, FLSA, comparable worth, and internal pay equity. It also looks at job series, career ladders, and ensures that the salary schedules in their totality match the market. A compensation and classification plan should be updated every ten years to maintain its validity. Over time jobs change, skill requirements change, departments and organizations change. These studies will often time assist with employee morale. Pay schedules can also be developed and maintained based on the Town's chosen compensation philosophy. Finally, the Town should also determine whether or not it has the ability to implement other compensation practices, such as the potential for additional rewards based on performance, skill attainment, or other factors.

In conclusion, HRS received sufficient and extensive data for this market analysis and is confident in the market results provided herein. The Consultant Team made effort to ensure accuracy by thorough involvement of the Town's input and also extensive follow-up with comparable surveyed communities. It was not within the scope of services for HRS to update the compensation and benefits plans; however, the data provided herein offers the Town of Arlington the necessary data and information to do so in an equitable manner for all Town and School positions. As the Town moves forward with the use and implementation of this data, there will be three basic policy questions that need to be address and answered.

1. How Competitive does Arlington want to be?
2. What will the Town's implementation strategy be?
3. How will the Town maintain wages in the future?

All of the comparative compensation, benefits, and other data and analysis are included in the attached documents. We have also prepared a web portal with all project documents and tools for management.

DEFINITIONS

1. **Maximum Annual Base Wage** is the highest level and year of base compensation that a municipality pays.
2. **Maximum Longevity** is the highest level of longevity payment available to employees.
3. The **Average** is the sum of survey readings divided by the number of municipalities reporting. The **Average** shows the average compensation among the comparables.
4. The **Median** shows the midpoint of the compensation among the comparable communities. In an array of survey readings, sorted from low to high, this is the reading that is at the mid-point or middle of the data indicating that 50% of survey participants pay at or below this compensation rate.
5. The **75% Percentile** shows the 75th percentile of the market data. The percentile rank looks at the array of data points and gives each data point a percentile rank, where the lowest data point is 0% and the highest data point is 100%. In an array of survey readings, sorted from low to high, this indicates that 75% of the surveyed market pays at or below this compensation rate.
6. The **90% Percentile** shows the 90th percentile of the market data. The percentile rank looks at the array of data points and gives each data point a percentile rank, where the lowest data point is 0% and the highest data point is 100%. In an array of survey readings, sorted from low to high, this indicates that 90% of the surveyed market pays at or below this compensation rate.
7. **Job/Position** is a group of duties and responsibilities, assigned or delegated by an appointing authority, requiring the services of an employee.
8. **Base Pay** is the hourly or salary rate paid for a job performed as a standard base. It does not include premium pays such as shift differential or overtime.
9. **Benefits** is part of total compensation which are typically offered on a non-cash basis and are generally offered to and received by all employees in the organization.
10. **Market Survey** is the gathering of data on wages/compensation and benefits paid by other employers for select key job titles or survey benchmarks.

11. **Minimum Range** is the lowest pay rate in a pay grade
12. **Maximum Range** is the greatest or highest pay rate in a pay grade.
13. **Pay Range** is the range of pay rates, from minimum to maximum set for a pay grade.
14. **Total Compensation** represents the sum of total wages plus the value of benefits.
15. **External Equity** is a fairness criterion that provides a guideline for an employer to pay a wage that corresponds to rates prevailing in external markets for a particular job in the municipality.
16. **Internal Equity** is a fairness criterion that establishes pay ranges and rates based on each job's relative value to the municipality.



ATTACHMENTS

Town and School Data

	ARLINGTON - TOWN POSITION TITLE	FY2017 Arlington	Comp Data Points	Comp Average	Comp Lo-Hi Range	Comp Median	75th Percent of Market	90th Percent of Market	Percent ARLINGTON Data Higher/Lower than Avg.
	ASSESSING								
1	Director of Assessment	85,057 118,576	10 11	82,905 105,399	65,944 127,110	80,479 109,134	87,881 112,973	98,111 125,211	2.5% 11.1%
	COMPTROLLER								
2	Comptroller/Town Accountant/Auditor	90,919 131,382	10 11	96,590 115,121	79,964 145,000	98,928 114,079	101,070 117,859	103,718 121,177	-6.2% 12.4%
3	Assistant Comptroller	60,519 78,307	9 9	63,874 85,626	47,482 125,000	64,566 78,656	67,254 93,453	76,158 102,917	-5.5% -9.3%
	DEPARTMENT OF PUBLIC WORKS								
4	Public Works Director	100,011 144,520	10 11	107,728 136,377	93,088 159,159	105,671 132,184	116,146 145,767	121,472 147,744	-7.7% 5.6%
5	Assistant Public Works Director	71,361 92,336	8 9	85,064 106,264	62,275 128,662	83,070 102,538	100,873 121,508	104,380 127,569	-19.2% -15.1%
6	DPW Operations Manager	71,707 92,785	7 7	77,095 97,983	71,881 114,080	75,826 97,133	80,454 105,500	82,211 105,500	-7.5% -5.6%
7	Town Engineer	83,229 107,692	8 8	84,873 106,416	71,881 128,662	79,058 104,335	88,549 113,425	106,353 127,007	-2.0% 1.2%
8	Senior Civil Engineer	62,336 80,659	7 7	65,703 77,783	54,697 96,295	60,814 70,586	72,569 89,120	82,110 93,056	-5.4% 3.6%
9	Highway Supervisor	60,519 78,308	6 6	71,541 87,869	47,736 110,792	72,594 88,243	78,959 101,974	84,714 108,230	-18.2% -12.2%
10	Water Supervisor	60,519 78,308	7 7	76,343 97,711	55,744 114,080	79,964 97,133	80,512 108,230	85,146 108,230	-26.1% -24.8%
11	Building Inspector	56,494 73,101	5 5	63,688 76,880	53,088 89,440	61,452 73,631	72,721 78,480	74,120 86,152	-12.7% -5.2%
12	Forestry Supervisor	56,494 73,101	5 5	66,420 77,278	47,736 110,792	64,771 72,301	69,590 85,590	81,445 100,711	-17.6% -5.7%
13	Parks Supervisor	56,494 73,101	4 4	65,668 81,357	56,060 102,255	67,181 78,945	70,256 89,756	71,453 97,256	-16.2% -11.3%
14	Supervisor of Building Maintenance	56,494 73,101	8 8	74,015 95,718	55,744 117,151	72,564 96,808	78,114 103,851	89,982 109,860	-31.0% -30.9%
15	Supervisor of Motor Equipment Repair	56,494 73,101	6 6	70,463 87,672	53,088 102,255	73,595 88,345	75,604 92,415	77,953 97,588	-24.7% -19.9%
16	Supervisor of Custodians	60,519 78,307	2 2	51,872 77,985	48,000 80,000	51,872 77,985	53,808 78,993	54,970 79,597	14.3% 0.4%
17	Junior Civil Engineer	53,801 69,616	6 6	58,253 69,817	44,203 81,494	56,110 70,286	63,957 74,037	69,473 78,341	-8.3% -0.3%
18	Water Account Clerk	37,895 49,033	5 5	40,220 49,740	33,560 53,179	42,881 51,532	43,686 52,740	43,767 53,003	-6.1% -1.4%
19	Working Foreman	22.28 27.11	11 11	24.19 28.74	18.56 34.10	24.88 29.43	26.34 30.36	27.62 30.86	-8.6% -6.0%
20	Plumber	22.95 27.91	5 5	25.28 31.08	22.37 37.76	25.65 30.22	27.76 30.87	27.77 35.00	-10.1% -11.4%
21	Electrician	22.95 27.91	7 7	27.10 33.58	22.37 40.43	27.76 30.87	29.59 38.50	31.60 39.71	-18.1% -20.3%
22	Water Systems Maintenance Craftsman	21.32 25.95	7 7	21.78 26.71	19.59 30.22	21.73 26.00	22.56 27.62	23.52 29.56	-2.2% -2.9%
23	Tree Climber	21.32 25.95	5 5	24.46 27.93	19.59 37.59	21.60 26.00	24.28 26.33	31.18 33.09	-14.7% -7.6%
24	Motor Equipment Operator III	21.32 25.95	7 7	22.39 25.94	19.36 29.01	22.14 26.33	23.55 26.93	25.27 27.87	-5.0% 0.0%
25	Motor Equipment Operator II	20.20 24.57	7 7	20.33 24.37	18.56 27.94	20.29 24.58	21.11 25.89	22.55 26.95	-0.7% 0.8%
			12						

	ARLINGTON - TOWN POSITION TITLE	FY2017 Arlington	Comp Data Points	Comp Average	Comp Lo-Hi Range	Comp Median	75th Percent of Market	90th Percent of Market	Percent ARLINGTON Data Higher/Lower than Avg.
26	Motor Equipment Operator I	18.90 23.00	9 9	20.28 23.78	17.40 27.69	20.31 24.02	20.56 24.39	22.85 25.38	-7.3% -3.4%
27	Motor Equipment Repair Worker	22.28 27.11	11 11	22.79 27.02	20.05 30.47	23.18 27.29	23.77 27.69	24.58 27.99	-2.3% 0.3%
28	Grounds Maintenance Worker	17.15 20.89	8 8	19.02 23.42	16.29 26.23	18.95 22.94	19.78 24.45	20.58 25.92	-10.9% -12.1%
	HEALTH AND HUMAN SERVICES								
29	Director of Health and Human Services	82,057 118,576	8 8	83,653 105,250	65,944 145,000	80,993 102,123	96,746 115,678	102,372 132,477	-1.9% 11.2%
30	Council on Aging Director	66,394 85,913	10 11	71,146 89,492	60,502 125,000	69,873 85,735	74,844 102,663	84,047 109,678	-7.2% -4.2%
31	Director of Veterans Services	54,062 69,954	6 6	62,293 79,493	47,434 105,000	62,283 80,203	70,619 88,157	75,748 97,113	-15.2% -13.6%
32	Geriatric Nurse	58,190 75,295	3 3	55,920 71,403	48,154 76,810	58,356 71,772	59,803 74,291	60,670 75,802	3.9% 5.2%
33	Public Health Officer	58,190 75,295	6 6	53,248 64,367	46,271 76,810	53,066 62,591	57,441 70,086	59,803 74,291	8.5% 14.5%
34	Social Worker	56,223 72,748	6 6	50,949 70,259	48,000 80,080	50,977 67,806	51,431 77,496	51,372 75,994	9.4% 3.4%
	HUMAN RESOURCES								
35	Director of Human Resources	82,057 118,576	10 10	90,288 114,050	58,532 145,000	92,434 114,317	99,386 126,410	108,083 130,688	-10.0% 3.8%
36	Benefits Administrator	49,032 63,446	7 7	51,392 69,079	42,881 105,000	50,259 62,968	55,765 70,015	61,138 88,917	-4.8% -8.9%
	INSPECTIONS								
37	Director of Inspections/Building Commissioner	90,919 131,382	10 10	80,070 101,306	62,275 137,279	74,293 99,174	85,750 108,996	92,067 126,228	11.9% 22.9%
38	Building Inspector	56,494 73,101	9 9	61,841 73,724	50,259 87,860	59,456 75,144	66,592 78,480	76,190 83,690	-9.5% -0.9%
	LEGAL								
39	Town Counsel	100,011 144,520	4 5	98,109 115,274	94,669 118,024	97,811 117,151	98,993 117,529	100,886 117,826	1.9% 20.2%
40	Paralegal	53,801 69,616	1 1	50,543 52,632	50,543 52,632	50,543 52,632	50,543 52,632	50,543 52,632	6.1% 24.4%
	LIBRARY								
41	Library Director	90,919 131,382	11 11	82,374 104,956	67,254 127,109	83,478 108,906	86,673 112,436	91,204 125,211	9.4% 20.1%
42	Assistant Library Director	66,256 82,632	10 10	63,840 80,172	51,435 105,000	64,855 81,858	66,731 87,531	69,357 94,608	3.6% 3.0%
43	Technology Librarian	47,376 59,087	7 7	53,452 63,734	43,095 89,246	49,316 60,897	54,575 64,687	64,999 77,436	-12.8% -7.9%
44	Head of Adult Services	58,633 73,128	9 9	55,460 67,665	44,207 79,769	54,152 69,986	60,739 75,300	66,765 77,110	5.4% 7.5%
45	Head of Children's Services	58,633 73,128	8 8	56,356 68,888	45,104 79,769	54,948 71,288	61,937 75,468	66,765 77,110	3.9% 5.8%
46	Adult Services Librarian	47,376 59,087	10 10	49,994 62,423	36,697 75,971	50,919 63,122	54,839 67,584	57,544 70,315	-5.5% -5.6%

	ARLINGTON - TOWN POSITION TITLE	FY2017 Arlington	Comp Data Points	Comp Average	Comp Lo-Hi Range	Comp Median	75th Percent of Market	90th Percent of Market	Percent ARLINGTON Data Higher/Lower than Avg.
47	Children's Librarian	47,376 59,087	11 11	50,077 62,325	42,237 75,974	50,453 60,490	53,483 66,672	55,920 69,244	-5.7% -5.5%
48	Library Assistant	31,268 40,459	10 11	35,464 46,098	15,675 50,523	36,967 46,894	38,521 48,702	41,124 49,934	-13.4% -13.9%
49	Branch Librarian	53,396 65,290	1 1	51,221 64,849	51,221 64,849	51,221 64,849	51,221 64,849	51,221 64,849	4.1% 0.7%
50	Head of Technical Services	58,633 73,128	6 6	57,309 70,485	46,701 75,974	58,242 72,859	60,926 74,757	63,614 75,704	2.3% 3.6%
MULTI-GENERAL									
51	Office Manager	41,846 54,145	7 8	49,141 61,256	39,593 70,181	50,562 61,959	52,411 66,366	54,114 66,838	-17.4% -13.1%
52	Administrative Assistant	38,926 50,368	11 11	44,787 56,946	35,244 80,000	46,796 56,907	48,098 59,301	48,270 62,166	-15.1% -13.1%
53	Senior Clerk	31,268 40,459	9 9	37,524 44,986	33,247 52,740	35,051 46,072	41,666 46,331	42,164 48,833	-20.0% -11.2%
54	Principal Clerk	35,646 46,123	10 10	39,800 47,471	34,827 53,179	39,325 47,947	43,107 48,938	44,332 52,172	-11.7% -2.9%
PLANNING									
55	Planning Director	90,919 131,382	9 9	87,912 110,832	60,814 145,000	88,314 109,134	100,000 119,727	106,477 139,620	3.3% 15.6%
56	Planner	51,483 66,618	8 9	58,391 76,772	50,259 105,000	59,178 71,772	61,094 85,735	62,272 91,515	-13.4% -15.2%
PUBLIC SAFETY - Reflects base pay only									
57	Police Officer	53,568 58,916	10 11	49,362 61,145	44,120 67,489	47,783 63,140	50,872 63,909	56,928 66,043	7.9% -3.8%
58	Police Sergeant	69,511 71,597	9 11	65,212 75,441	46,925 92,602	65,821 76,936	72,671 77,727	76,099 82,930	6.2% -5.4%
59	Police Lieutenant	81,327 83,767	8 11	78,364 90,529	66,728 120,079	78,324 88,676	86,373 93,798	88,947 108,684	3.6% -8.1%
60	Police Captain	94,339 97,169	4 4	106,347 111,246	85,176 132,540	103,837 107,732	112,124 115,744	127,096 128,061	-12.7% -14.5%
61	Police Chief	100,011 144,520	8 9	121,734 141,784	87,109 165,000	127,166 132,600	131,009 158,646	144,133 160,552	-21.7% 1.9%
62	Supervisor of Motor Equipment Repair	56,494 73,101	2 2	59,540 79,924	46,827 102,255	59,540 79,924	65,896 91,090	69,710 97,789	-5.4% -9.3%
63	Public Safety Dispatcher	21.32 25.95	9 9	20.43 25.51	18.62 27.58	20.18 25.34	21.03 27.01	21.95 27.30	4.2% 1.7%
64	Firefighter	51,544 59,906	9 11	49,924 61,422	42,320 70,084	46,594 61,027	54,017 64,739	58,509 69,974	3.1% -2.5%
65	Fire Lieutenant	69,491 69,491	8 11	69,688 72,780	58,952 84,654	67,259 72,114	76,378 75,313	80,049 82,265	-0.3% -4.7%
66	Fire Captain	79,915 79,915	7 9	83,477 84,590	72,596 98,199	85,072 85,287	89,893 88,816	93,439 97,591	-4.5% -5.8%
67	Fire Deputy Chief	91,902 91,902	7 8	92,534 102,042	76,374 121,508	85,195 100,302	104,718 111,946	108,628 112,339	-0.7% -11.0%
68	Fire Chief	100,011 144,520	8 9	122,185 141,440	87,109 165,000	129,838 139,925	137,765 158,646	141,586 160,552	-22.2% 2.1%
RECREATION									
69	Director of Recreation	85,057 118,576	8 8	78,104 100,172	62,275 127,133	74,293 94,384	82,269 114,344	94,927 125,640	8.2% 15.5%
TECHNOLOGY									
70	Chief Technology Officer	100,011 144,520	10 11	88,921 111,099	70,249 148,299	84,802 101,866	97,594 118,628	105,180 145,330	11.1% 23.1%

	ARLINGTON - TOWN POSITION TITLE	FY2017 Arlington	Comp Data Points	Comp Average	Comp Lo-Hi Range	Comp Median	75th Percent of Market	90th Percent of Market	Percent ARLINGTON Data Higher/Lower than Avg.
71	Network Support	56,494 73,101	7 7	63,997 82,670	51,328 105,000	60,000 74,776	68,042 99,361	83,726 104,642	-13.3% -13.1%
72	Systems Analyst	71,361 92,336	7 7	59,150 77,206	50,259 105,000	56,056 80,080	63,296 85,574	72,740 97,123	17.1% 16.4%
73	Software Developer	83,632 108,216	0 0						
74	Programmer	56,494 73,101	2 2	63,626 71,455	54,317 82,510	63,626 71,455	68,281 76,983	71,074 80,299	-12.6% 2.3%
75	GIS Coordinator	56,223 72,748	4 4	63,946 80,384	55,762 89,246	60,566 81,170	65,659 86,459	75,360 86,759	-13.7% -10.5%
	TOWN CLERK								
76	Town Clerk	90,986 90,986	9 10	81,571 90,215	62,275 111,867	90,000 90,882	91,572 94,849	92,884 108,776	10.3% 0.8%
77	Assistant Town Clerk	43,219 55,925	9 9	54,224 66,963	45,862 89,805	49,316 63,746	58,610 65,585	64,693 72,683	-25.5% -19.7%
	TOWN MANAGER								
78	Town Manager	204,000 204,000	7 8	167,326 168,264	125,000 198,743	172,500 168,750	177,589 176,294	189,460 187,603	18.0% 17.5%
79	Deputy/Assistant Town Manager	100,011 144,520	7 7	108,590 135,618	84,573 165,000	111,036 139,045	121,586 147,397	125,432 156,631	-8.6% 6.2%
80	Purchasing Agent	71,361 92,336	5 5	73,716 96,520	60,000 117,694	63,765 95,351	82,051 105,000	92,769 112,616	-3.3% -4.5%
81	Public Information Officer	76,356 98,800	1 1	60,000 105,000	60,000 105,000	60,000 105,000	60,000 105,000	60,000 105,000	21.4% -6.3%
	TREASURER/COLLECTOR								
82	Treasurer/Collector	90,919 131,382	10 11	87,040 103,914	66,896 148,261	86,413 101,866	94,294 111,330	101,702 120,302	4.3% 20.9%
83	Principal Account Clerk/Bookkeeper	38,926 50,368	8 8	40,476 49,187	34,827 52,740	40,301 50,176	43,116 51,664	44,355 52,264	-4.0% 2.3%

	ARLINGTON - TOWN POSITION TITLE	FY2017 Arlington	FY2017 Belmont	FY2017 Brookline	FY2017 Medford	FY2017 Melrose	FY2014 +2/2/2 est Milton	FY2017 Natick	FY2017 Needham	FY2017 North Andover	FY2014 +2/2/2 est Stoneham	FY2017 Watertown	FY2017 Winchester
	ASSESSING												
1	Director of Assessment	85,057 118,576	79,964 114,079	107,908 127,110	95,662 111,867	80,994 94,725	77,171 96,482	75,000 125,000	89,348 110,792	73,585 88,302	88,447	83,478 109,134	65,944 93,453
	COMPTROLLER												
2	Comptroller/Town Accountant/Auditor	90,919 131,382	79,964 114,079	99,915 117,694	102,148 118,024	94,669 110,719	90,493 118,530	100,000 145,000	89,348 110,792	97,941 117,529	102,538	101,427 101,427	110,000 110,000
3	Assistant Comptroller	60,519 78,307	62,869 114,079	78,859 89,226	64,566 75,455	67,254 78,656		75,000 125,000	59,456 76,811	47,482 52,230		53,437 65,723	65,944 93,453
	DEPARTMENT OF PUBLIC WORKS												
4	Public Works Director	100,011 144,520	111,710 159,159	134,674 158,639	117,624 132,184	94,669 110,719	103,607 133,416	100,000 145,000	118,172 146,533	107,735 129,282	127,789	96,000 125,504	93,088 131,917
5	Assistant Public Works Director	71,361 92,336	85,195 121,508	99,911 127,100	105,310 116,667	62,275 72,833	77,171 96,482		103,760 128,662	80,944 97,133	102,538		65,944 93,453
6	DPW Operations Manager	71,707 92,785	79,964 114,080	75,826 85,794		72,637 84,951			74,937 92,921	80,944 97,133		83,478 109,134	71,881 101,866
7	Town Engineer	83,229 107,692			112,403 126,298	72,637 84,951	77,171 96,482	76,712 106,804	103,760 128,662	80,944 97,133		83,478 109,134	71,881 101,866
8	Senior Civil Engineer	62,336 80,659		85,156 96,295	80,080 90,896	57,662 67,437	56,458 70,586	65,057 87,344		60,814 66,895	54,697 65,027		
9	Highway Supervisor	60,519 78,308			80,080 90,896			75,597 105,667	89,348 110,792	66,896 80,275		69,590 85,590	47,736 53,997
10	Water Supervisor	60,519 78,308	79,964 114,080		80,080 90,896			75,597 105,667	89,348 110,792	80,944 97,133		72,721 89,440	55,744 75,971
11	Building Inspector	56,494 73,101	61,452 73,631	74,720 78,480			56,458 70,586					72,721 89,440	53,088 72,263
12	Forestry Supervisor	56,494 73,101		60,656 63,708	64,771 72,301				89,348 110,792			69,590 85,590	47,736 53,997
13	Parks Supervisor	56,494 73,101			64,771 72,301	56,060 65,284		72,252 102,255				69,590 85,590	
14	Supervisor of Building Maintenance	56,494 73,101	72,491 103,468	103,540 117,151		72,637 84,951	77,171 96,482	60,000 105,000		80,944 97,133		69,590 85,590	55,744 75,971
15	Supervisor of Motor Equipment Repair	56,494 73,101		75,826 85,794	80,080 90,896			72,252 102,255	74,937 92,921			66,592 81,902	53,088 72,263
16	Supervisor of Custodians	60,519 78,307						48,000 80,000					55,744 75,970
17	Junior Civil Engineer	53,801 69,616		66,457 75,188	72,488 81,494	44,203 51,698	56,458 70,586	55,762 69,952	54,152 69,986				
18	Water Account Clerk	37,895 49,033					43,686 53,179	43,821 51,532		33,560 42,140		42,881 52,740	37,153 49,110
19	Working Foreman	22.28 27.11	27.02 32.40	27.29 27.29	30.55 34.10	22.37 30.22	18.56 25.82	21.10 27.88	25.01 29.96	21.48 23.44	25.66 30.50	24.88 29.43	22.14 25.13
20	Plumber	22.95 27.91		27.76 29.18		22.37 30.22			25.65 30.87	22.83 27.39			27.78 37.76
21	Electrician	22.95 27.91		27.76 29.18		22.37 30.22	31.40 40.43		25.65 30.87	22.83 27.39		31.89 39.23	27.78 37.76
22	Water Systems Maintenance Craftsman	21.32 25.95	20.56 24.64		24.28 26.00	22.37 30.22		19.59 26.33		22.75 28.90	21.18 25.18	21.73 25.71	
23	Tree Climber	21.32 25.95		35.78 37.59	24.28 26.00			19.59 26.33	21.60 25.95				21.06 23.76
24	Motor Equipment Operator III	21.32 25.95		26.75 26.75	24.28 26.00	21.77 29.01		19.59 26.33		19.36 21.28	22.81 27.11		22.14 25.13
25	Motor Equipment Operator II	20.20 24.57	18.94 22.69		23.49 24.58	20.62 27.94	18.56 25.82		21.60 25.95	18.82 20.68			20.29 22.91
												HRS, Inc.	

	ARLINGTON - TOWN	FY2017	FY2017	FY2017	FY2017	FY2017	FY2014	FY2017	FY2017	FY2017	FY2014	FY2017	FY2017
	POSITION TITLE	Arlington	Belmont	Brookline	Medford	Melrose	+2/2/2 est Milton	Natick	Needham	North Andover	+2/2/2 est Stoneham	Watertown	Winchester
26	Motor Equipment Operator I	18.90 23.00	20.56 24.64	22.99 22.99	22.79 23.92	20.50 27.69	17.40 24.39		20.31 24.33	18.19 20.01		20.31 24.02	19.46 22.00
27	Motor Equipment Repair Worker	22.28 27.11	25.41 30.47	27.29 27.29	24.28 26.00	22.37 30.22	20.05 27.29	20.28 27.02	23.18 27.74	20.27 22.28	23.24 27.63	23.25 27.51	21.06 23.76
28	Grounds Maintenance Worker	17.15 20.89	18.94 22.69		20.98 22.84	19.60 26.23	16.29 23.03	18.91 25.72	18.96 22.83	18.19 20.01		20.31 24.02	
	HEALTH AND HUMAN SERVICES												
29	Director of Health and Human Services	82,057 118,576		107,908 127,110	95,662 111,867	72,637 84,951	70,830 88,551	100,000 145,000	89,348 110,792	66,896 80,275			65,944 93,453
30	Council on Aging Director	66,394 85,913	72,491 103,468	91,665 107,976	74,377 87,057	67,254 78,656	64,362 80,467	75,000 125,000	82,143 101,857	60,814 72,977	59,054	62,850 82,167	60,502 85,735
31	Director of Veterans Services	54,062 69,954	part time	78,859 89,226	64,566 75,455	72,637 84,951		60,000 105,000		50,259 60,311		47,434 62,013	stipend \$7,579
32	Geriatric Nurse	58,190 75,295							61,249 76,810			58,356 71,772	48,154 65,627
33	Public Health Officer	58,190 75,295				51,435 60,155	46,271 55,459		61,249 76,810	47,482 56,978	54,697 65,027	58,356 71,772	
34	Social Worker	56,223 72,748	56,056 80,080	51,529 62,968				48,000 80,000	50,817 69,986			51,136 62,892	48,154 65,627
	HUMAN RESOURCES												
35	Director of Human Resources	82,057 118,576	97,545 139,045	107,968 127,110	108,542 124,309	88,314 103,287	84,573 108,906	100,000 145,000	96,554 119,727	80,944 97,133		79,907 95,314	58,532 80,669
36	Benefits Administrator	49,032 63,446	46,937 67,197	51,529 62,968		62,275 72,833		60,000 105,000		50,259 60,311		42,881 52,740	45,862 62,505
	INSPECTIONS												
37	Director of Inspections/Building Commissioner	90,919 131,382		116,540 137,279	88,610 103,609	62,275 72,833	77,171 96,482	75,000 125,000	89,348 110,792	73,585 88,302	73,570 87,454	72,721 89,440	71,881 101,866
38	Building Inspector	56,494 73,101	62,941 75,144	74,720 78,480	79,621 87,860	51,435 60,155	58,458 70,586		59,456 76,811	50,259 60,311		66,592 81,902	53,088 72,263
	LEGAL												
39	Town Counsel	100,011 144,520		97,680 117,151	102,148 118,024	94,669 110,719				97,941 117,529	112,947		
40	Paralegal	53,801 69,616		50,543 52,632									
	LIBRARY												
41	Library Director	90,919 131,382	79,964 114,080	107,908 127,109	88,774 106,313	67,254 78,656	84,573 108,906	75,000 125,000	89,348 110,792	73,585 88,302	84,354 84,354	83,478 109,134	71,881 101,866
42	Assistant Library Director	66,256 82,632		78,888 89,246	66,777 81,813	51,435 60,155	68,298 81,553	60,000 105,000	63,765 82,388	59,259 60,311	57,441 65,898	66,592 81,902	65,944 93,453
43	Technology Librarian	47,376 59,087	58,040 60,897	78,888 89,246				51,111 60,867	49,316 63,746	43,095 51,597	45,562 54,156		48,154 65,627
44	Head of Adult Services	58,633 73,128	49,186 58,950	69,646 79,769	51,844 62,727	48,092 60,746		65,530 75,300	54,152 69,986	44,207 52,943		60,739 72,590	55,744 75,971
45	Head of Children's Services	58,633 73,128		69,646 79,769	51,844 62,727	48,092 60,746		65,530 75,300	54,152 69,986	45,104 54,015		60,739 72,590	55,744 75,971
46	Adult Services Librarian	47,376 59,087	52,125 62,499	51,221 64,849	46,104 58,310	42,906 57,358	57,704 68,901	57,504 68,496	49,316 63,746		36,697 43,611	50,616 60,490	55,744 75,971

	ARLINGTON - TOWN	FY2017	FY2017	FY2017	FY2017	FY2017	FY2014 +2/2/2 est	FY2017	FY2017	FY2017	FY2014 +2/2/2 est	FY2017	FY2017
	POSITION TITLE	Arlington	Belmont	Brookline	Medford	Melrose	Milton	Natick	Needham	North Andover	Stoneham	Watertown	Winchester
47	Children's Librarian	47,376 59,087	58,040 69,597	51,221 64,849	46,104 58,310	42,906 57,358	50,453 60,243	57,504 68,496	49,316 63,746	42,237 50,583	46,701 55,933	50,616 60,490	55,744 75,974
48	Library Assistant	31,268 40,459	34,471 41,259	34,539 46,894	40,867 49,868	37,234 48,241	42,149 50,523	38,579 45,842	36,699 47,385	15,675 40,404	41,675	38,345 45,826	36,077 49,163
49	Branch Librarian	53,396 65,290		51,221 64,849									
50	Head of Technical Services	58,633 73,128	60,988 73,128					65,530 75,300	54,152 69,986		46,701 55,933	60,739 72,590	55,744 75,974
	MULTI-GENERAL												
51	Office Manager	41,846 54,145	49,101 70,181	55,098 57,448	53,129 58,409	39,593 49,086	51,693 65,578				65,508	44,811 55,113	50,562 68,729
52	Administrative Assistant	38,926 50,368	48,831 69,833	46,796 52,377	48,196 53,184	35,244 41,219	46,747 56,907	48,000 80,000	41,009 51,480	47,482 56,978	38,551 45,832	48,933 60,184	42,863 58,417
53	Senior Clerk	31,268 40,459		41,666 46,072	41,984 46,095	33,247 38,883		39,928 47,856	34,476 43,251	33,560 42,140	34,920 41,506	42,881 52,740	35,051 46,331
54	Principal Clerk	35,646 46,123		45,563 47,599	44,195 48,507	35,244 41,219	43,686 53,179	41,370 49,082	37,772 47,385	34,827 43,778	36,697 43,611	39,267 48,295	39,382 52,060
	PLANNING												
55	Planning Director	90,919 131,382	72,491 103,468	116,579 137,315	102,148 118,024	88,314 103,287	70,830 88,553	100,000 145,000	96,554 119,727	60,814 72,977		83,478 109,134	
56	Planner	51,483 66,618	62,869 89,805	64,927 73,464		56,060 65,284		60,000 105,000	54,152 69,986	50,259 60,311	69,588	58,356 71,772	60,502 85,735
	PUBLIC SAFETY				Police FY15 +4%						FY17 data		FY16 +2%
57	Police Officer	53,568 58,916	45,565 55,432	51,219 60,059	59,992 67,489	56,092	44,239 63,701	47,112 64,116	46,925 63,627	44,120 55,678	49,834 63,140	56,162 65,882	48,453 57,380
58	Police Sergeant	69,511 71,597	62,244 70,824	72,671 72,671	76,067 81,855	66,749	77,204	65,821 92,602	46,925 78,250	58,921 70,052	70,064 77,057	76,175 76,936	58,025 65,646
59	Police Lieutenant	81,327 83,767	72,800 82,888	85,752 85,752	88,236 94,952	77,429	92,645	76,352 107,418	66,732 120,079	80,295 88,676	90,015 90,015	66,728 75,493	
60	Police Captain	94,339 97,169	85,176 96,980	132,540 132,540	102,356 110,145							105,318 105,318	
61	Police Chief	100,011 144,520	111,710 159,159	134,676 158,646	129,786 129,786		158,319 158,319	125,000 165,000		97,941 117,529	132,600	129,331 129,331	87,109 125,687
62	Supervisor of Motor Equipment Repair	56,494 73,101						72,252 102,255				46,827 57,593	
63	Public Safety Dispatcher	21.32 25.95	19.18 23.90	20.69 25.34			20.18 24.16	21.75 26.66	21.03 27.18	18.62 23.76	20.16 23.96	22.43 27.58	19.82 27.01
64	Firefighter	51,544 59,906	46,176 58,916	54,017 66,139	62,905 69,962	54,505	42,320 61,027	46,594 61,714	44,182 59,208	45,336 54,652	63,338	56,625 70,084	51,159 56,093
65	Fire Lieutenant	69,491 69,491	68,328 74,620	75,587 75,587	78,749 84,654	63,225	72,114	66,132 70,354	61,567 70,128	58,952 66,672	75,038	81,999 81,999	66,190 66,190
66	Fire Captain	79,915 79,915	85,072 88,816	88,437 88,437	91,349 98,199	73,343		75,067 77,389	72,596 76,222		85,287	95,529 97,331	76,286 76,286
67	Fire Deputy Chief	91,902 91,902	85,195 121,508	103,471 103,471	105,964 113,911		91,873	84,497 89,942	76,374 87,207	80,944 97,133		111,291 111,291	
68	Fire Chief	100,011 144,520	111,710 159,159	134,676 158,646	139,925 139,925		144,077 144,077	125,000 165,000		97,941 117,529	125,894	137,045 137,045	87,109 125,687
	RECREATION												
69	Director of Recreation	85,057 118,576		107,945 127,133		62,275 72,833	70,830 88,551	75,000 125,000	89,348 110,792	73,585 88,302		79,909 95,314	65,944 93,453
	TECHNOLOGY												
70	Chief Technology Officer	100,011 144,520	70,249 100,284	125,899 148,299	88,610 103,609	80,994 94,725	77,171 96,481	100,000 145,000	96,554 119,727	97,941 117,529	99,257	79,907 95,314	71,881 101,866

	ARLINGTON - TOWN POSITION TITLE	FY2017 Arlington	FY2017 Belmont	FY2017 Brookline	FY2017 Medford	FY2017 Melrose	FY2014 +2/2/2 est Milton	FY2017 Natick	FY2017 Needham	FY2017 North Andover	FY2014 +2/2/2 est Stoneham	FY2017 Watertown	FY2017 Winchester
71	Network Support	56,494 73,101	52,312 74,776	92,183 104,283	56,071 63,050		51,328 64,167	60,000 105,000	75,270 94,438	60,814 72,977			
72	Systems Analyst	71,361 92,336	56,056 80,080	78,888 89,246		51,435 60,155		60,000 105,000	50,817 63,746	50,259 60,311		66,592 81,902	
73	Software Developer	83,632 108,216											
74	Programmer	56,494 73,101		72,936 82,510	54,317 60,401								
75	GIS Coordinator	56,223 72,748	59,883 85,530	78,888 89,246				55,762 69,952	61,250 76,811				
	TOWN CLERK												
76	Town Clerk	90,986 90,986	91,572 91,572	91,693 108,003	95,662 111,867	62,275 72,833	90,191 90,191	90,000 90,000		66,896 80,275		79,907 95,314	65,944 93,453
77	Assistant Town Clerk	43,219 55,925	62,869 89,805	78,888 89,246	58,610 64,694	47,185 55,185	51,701 65,585	46,102 54,920	49,316 63,746	47,482 56,978			45,862 62,505
	TOWN MANAGER												
78	Town Manager	204,000 204,000	160,000 160,000	198,743 198,743			159,862 159,862	125,000 165,000		180,177 180,177		172,500 172,500	175,000 175,000
79	Deputy/Assistant Town Manager	100,011 144,520	97,545 139,045	125,864 148,261			84,573 108,905	125,000 165,000	118,172 146,533	97,941 117,529			111,036 124,053
80	Purchasing Agent	71,361 92,336		99,915 117,694	82,051 95,351			60,000 105,000	63,765 82,388			62,850 82,167	
81	Public Information Officer	76,356 98,800						60,000 105,000					
	TREASURER/COLLECTOR												
82	Treasurer/Collector	90,919 131,382	99,444 99,444	125,864 148,261	95,662 111,867	72,637 84,951	90,191 90,191	75,000 117,195	89,348 110,792	66,896 80,275		83,478 109,134	71,881 101,866
83	Principal Account Clerk/Bookkeeper	38,926 50,368		45,602 48,872		39,593 46,305		43,821 51,532	41,009 51,480	34,827 43,778	36,697 46,726	42,881 52,740	39,382 52,060

	ARLINGTON - SCHOOL POSITION TITLE	FY2017 Arlington	Comp Data Points	Comp Average	Comp Lo-Hi Range	Comp Median	75th Percent of Market	90th Percent of Market	% ARLINGTON Data Higher/Lower than Avg.
	Teachers - Updated 9/15/2017								
1	Teacher- BA	46,376 73,395	11 10	46,940 70,544	42,698 84,677	47,172 71,556	48,467 80,439	50,077 83,431	-1.2% 3.9%
2	Teacher - MA	49,528 80,654	11 10	51,434 85,664	46,037 95,255	51,121 85,416	52,470 92,960	53,767 94,690	-3.8% -6.2%
3	Teacher - MA Step 6	60,554	10	63,737	60,721	63,506	64,588	66,130	-5.3%
5	Teacher - MA + 15	50,313 81,147	9 11	53,110 86,286	47,240 96,073	53,156 85,541	55,015 93,402	55,522 95,255	-5.6% -6.3%
6	Teacher - MA + 30	51,098 83,416	10 11	54,963 89,589	48,444 102,449	55,098 88,038	56,441 96,397	57,289 98,622	-7.6% -7.4%
6.1	Teacher - MA + 45	51,098 83,416	8 8	57,285 95,173	54,894 104,121	57,195 95,828	57,983 99,987	59,083 102,167	-12.1% -14.1%
6.2	Teacher - MA+ 60	53,727 86,767	8 8	58,124 96,368	55,676 104,121	58,167 96,726	59,091 99,987	61,018 102,167	-8.2% -11.1%
6.3	Teacher - PHD	53,727 86,767	8 8	59,333 98,634	55,676 109,193	59,162 97,878	61,056 101,609	61,845 105,588	-10.4% -13.7%
	Principals and Administration								
7	Elementary School Principal	110,160 127,194	11 11	112,308 121,531	94,869 145,957	114,800 119,344	120,500 129,061	124,500 133,381	-1.9% 4.5%
8	Assistant Principal	92,860 98,199	9 9	92,013 112,340	63,344 130,300	95,787 113,059	101,146 118,705	104,058 125,950	0.9% -14.4%
9	Middle School Principal	120,000 135,000	9 9	124,881 127,006	117,107 138,981	122,310 123,890	129,512 135,252	135,921 136,216	-4.1% 5.9%
10	High School Principal	145,632 145,632	10 10	134,975 134,975	120,000 150,000	134,255 134,255	144,120 144,120	146,400 146,400	7.3% 7.3%
11	Dean	101,430 118,070	5 5	114,662 119,329	89,665 144,447	115,000 119,657	128,520 128,520	138,076 138,076	-13.0% -1.1%
12	Curriculum Director/Coordinator	91,000 101,455	7 7	108,641 123,572	78,458 165,944	94,156 120,390	119,552 127,100	140,178 145,098	-19.4% -21.8%
13	Superintendent of Schools	187,578 187,578	11 11	188,561 188,561	163,046 216,575	189,095 189,095	197,949 197,949	204,000 204,000	-0.5% -0.5%
14	Assistant Superintendent of Schools	146,040 146,040	9 9	141,704 142,818	117,589 170,000	145,000 145,000	146,744 146,744	153,718 154,718	3.0% 2.2%
15	Chief Financial Officer/Business Manager	127,995 127,995	11 11	137,448 137,448	110,000 176,460	133,600 133,600	141,361 141,361	157,705 157,705	-7.4% -7.4%
	Facilities								
16	Building Custodian	18.52 22.52	8 8	19.04 23.44	15.66 27.69	18.64 23.26	19.98 25.13	21.22 27.38	-2.8% -4.1%
17	Senior Building Custodian	19.54 23.79	8 8	22.90 26.88	18.01 32.12	20.65 26.42	25.52 29.39	30.79 31.98	-17.2% -13.0%
	General								
18	School Bus Driver	20.20 25.57	2 2	16.44 19.15	11.60 24.67	16.44 19.15	18.85 21.91	20.30 23.57	18.6% 25.1%
19	School Cafeteria Worker	16.58 18.22	8 8	14.30 19.31	12.86 28.20	14.04 18.05	14.86 20.74	16.24 25.02	13.8% -6.0%
20	School Secretary	48,594 62,193	11 11	39,200 55,463	32,478 75,387	39,367 54,659	41,640 57,781	45,533 66,027	19.3% 10.8%
21	Payroll Manager	88,700 88,700	5 5	63,050 63,625	48,774 84,007	60,500 60,500	66,367 66,367	76,951 76,951	28.9% 28.3%
22	School Human Resources Director	107,610 107,610	7 7	126,862 126,862	102,020 166,146	127,500 127,500	133,019 133,019	148,146 148,146	-17.9% -17.9%

	ARLINGTON - SCHOOL POSITION TITLE	FY2017 Arlington	FY2017 Belmont	FY2017 Brookline	FY2017 Medford	FY2017 Melrose	FY2017 Milton	FY2017 Natick	FY2017 Needham	FY2017 North Andover	FY2017 Stoneham	FY2017 Watertown	FY2017 Winchester
	Teachers												
1	Teacher- BA	46,376 73,395	48,071 84,677	50,077 50,077	48,863 78,019	46,072	47,172 83,293	46,023 72,123	47,784 51,345	45,790 70,988	42,698 67,068	50,194 81,245	43,596 66,609
2	Teacher - MA	49,528 80,654	51,612 93,958	56,087 95,255	53,328 83,803	50,626	51,079 94,627	50,625 79,339	51,345 89,967	51,121 77,758	46,037 74,820	53,767 87,029	50,147 80,083
3	Teacher - MA Step 6	60,554	63,944	69,939	62,822	63,155	65,707	61,594	64,802	60,825		63,857	60,721
5	Teacher - MA + 15	50,313 81,147	52,981 96,073	56,087 95,255	55,015 85,541	74,586	94,672	53,156 83,304	53,325 92,131	52,285 79,329	47,240 76,055	55,381 89,640	52,521 82,563
6	Teacher - MA + 30	51,098 83,416	54,442 98,622	59,527 102,449	56,692 87,278	77,702	97,896	54,148 55,688	55,307 94,897	53,452 81,707	48,444 77,292	57,040 92,329	54,888 88,038
6.1	Teacher - MA + 45	51,098 83,416	56,031 101,329	61,193 104,121			55,676 99,539	57,080 89,452	57,309 97,480	54,894 84,110		58,179 94,176	57,917 91,177
6.2	Teacher - MA+ 60	53,727 86,767	56,031 101,329	61,193 104,121			55,676 99,539	58,473 91,634	58,155 99,139	56,344 86,691		58,179 94,176	60,943 94,313
6.3	Teacher - PHD	53,727 86,767	57,616 104,043	62,896 109,193			55,676 99,539	61,395 96,217	58,998 100,797	57,811 88,945		59,325 96,024	60,943 94,313
	Principals and Administration												
7	Elementary School Principal	110,160 127,194	126,384 133,381	120,000 145,957	106,121 118,031	94,869 100,378	100,000 116,133	121,000 126,171	124,500 131,951	98,570 109,131	109,795 112,473	119,344 119,344	114,800 123,887
8	Assistant Principal	92,860 98,199		63,344 118,705	101,146 101,145	95,787 99,287		101,808 117,602	79,340 130,300	96,156 97,757	113,059 113,059	89,665 108,344	87,814 124,862
9	Middle School Principal	120,000 135,000			118,504 118,504	117,107 117,107	135,525 135,525	117,602 135,252	137,506 138,981	122,310 122,310	121,974 121,974	123,890 123,890	129,512 129,512
10	High School Principal	145,632 145,632		150,000 150,000	130,244 130,244	120,000 120,000	144,900 144,900	141,780 141,780	146,000 146,000	138,266 138,266	120,306 120,306	128,252 128,252	130,000 130,000
11	Dean	101,430 118,070		115,000 119,657			95,678 95,678	128,520 128,520	144,447 144,447			89,665 108,344	
12	Curriculum Director/Coordinator	91,000 101,455		93,344 131,200	116,104 116,104		89,478 120,390		165,944 165,944	94,156 105,000	123,000 123,000	78,458 103,364	
13	Superintendent of Schools	187,578 187,578	189,095 189,095	192,000 192,000	182,723 182,723	174,836 174,836	204,000 204,000	201,332 201,332	216,575 216,575	176,000 176,000	163,046 163,046	180,000 180,000	194,565 194,565
14	Assistant Superintendent of Schools	146,040 146,040	145,356 145,356	165,000 170,000	128,050 128,050	117,589 122,616	132,700 132,700	150,897 150,897		144,000 144,000		145,000 145,000	146,744 146,744
15	Chief Financial Officer/Business Manager	127,995 127,995	143,721 143,721	176,460 176,460	120,000 120,000	131,994 131,994	136,200 136,200	133,600 133,600	157,705 157,705	139,000 139,000	110,000 110,000	130,000 130,000	133,250 133,250
	Facilities												
16	Building Custodian	18.52 22.52	18.33 21.37	20.31 24.42	23.34 27.69	NA	19.87 23.22		18.94 27.25	15.66 19.80	17.67 20.50	18.23 23.29	
17	Senior Building Custodian	19.54 23.79	21.77 25.59	23.95 28.55	32.12 32.12	NA	30.22 31.92		18.94 27.25	18.01 22.77	18.67 21.90	19.52 24.92	
	General												
18	School Bus Driver	20.20 25.57				11.60 13.62			21.27 24.67				
19	School Cafeteria Worker	16.58 18.22	12.86 14.24	16.05 28.20	16.69 17.38	NA	14.46 18.71		13.18 17.20	13.74 19.77	13.05 23.66	14.33 15.32	
20	School Secretary	48,594 62,193	37,869 54,659	42,413 75,387	40,867 55,073	32,478 44,498	45,533 66,027	46,106 55,600	37,187 59,963	40,722 48,158	34,613 47,678	39,367 48,958	34,047 54,093
21	Payroll Manager	88,700 88,700				NA	84,007 84,007	55,600 58,479	66,367 66,367	60,500 60,500	48,774 48,774		
22	School Human Resources Director	107,610 107,610	136,146 136,146	127,500 127,500		NA		129,892 129,892	166,146 166,146	102,020 102,020		109,410 109,410	116,920 116,920

POLICE OFFICER

Municipality	FY17 Maximum Annual Base	School Education Maximum Pay New Hire	Longevity @ 25 Years	Holiday Pay	Night Differential	Weekend Differential	Firearms	Defibrillator Pay	Clothing Allowance	Cleaning Allowance	Other Pay	TOTAL
ARLINGTON	\$58,916	\$14,729	\$4,014	\$4,608	\$6,628	\$2,209	\$0	\$0	\$650	\$300	\$0	\$92,054
Belmont	\$55,432	\$11,000	*	\$2,784	\$3,880	\$0	\$0	\$0	\$0	\$0	\$1,663	\$74,759
Brookline	\$60,059	\$12,500	\$800	\$3,465	\$4,204	\$0	\$0	\$0	\$650	\$0	\$2,000	\$83,678
Medford (FY12 contract)	\$67,489	\$16,872	\$1,100	\$3,115	\$5,399	\$644	\$0	\$500	\$0	\$0	\$300	\$95,419
Melrose	\$56,092	\$7,012	\$1,750	\$3,237	\$3,900	\$1,560	\$0	\$500	\$1,250	\$0	\$750	\$76,051
Milton (FY2016 contract)	\$63,701	\$12,740	\$0	\$3,963	\$3,900	\$5,824	\$0	\$0	\$400	\$0	\$0	\$90,529
Natick	\$64,116	\$10,000	\$3,847	\$2,713	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,676
Needham	\$63,627	\$9,544	\$1,909	\$3,365	\$3,181	\$0	\$0	\$1,273	\$1,400	\$0	\$1,020	\$85,319
North Andover	\$55,678	\$7,500	\$1,425	\$2,945	\$3,341	\$0	\$0	\$0	\$1,000	\$0	\$0	\$71,888
Stoneham	\$63,140	\$15,785	\$0	\$0	\$3,157	\$0	\$0	\$0	\$900	\$200	\$1,700	\$84,882
Watertown	\$65,882	\$8,750	\$0	\$0	\$1,679	\$6,091	\$0	\$588 in base		\$0	\$0	\$82,990
Winchester (FY16 contract)	\$57,390	\$7,174	\$2,225	\$2,428	\$2,468	\$0	\$0	\$0	\$0	\$0	\$1,300	\$72,985
AVERAGE	\$61,146	\$10,807	\$1,306	\$2,547	\$3,192	\$1,284	\$0	\$260	\$560	\$18	\$794	\$81,743

ARLINGTON	Difference to Average	Average	Median	75th Percentile
POLICE OFFICER				
\$92,054	\$10,311	\$81,743	\$82,990	\$85,100

Notes

Belmont First Responder pay equal to 3%

Belmont police officer can only receive longevity payment once during their employment.

At 25 yrs payment = \$16,827

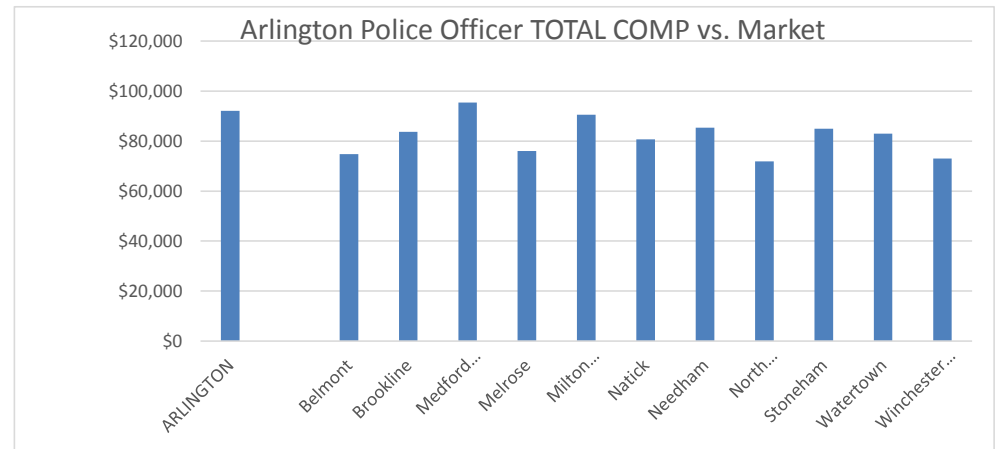
Needham Ed Incentive for employees hired after 7/1/2012= 15% Masters

Needham Other Pay: \$500 Deferred Comp contribution, \$520 Fitness incentive

Brookline Other Pay: EMT certification stipend

Watertown- No longevity payment if receive education incentive

Winchester Other Pay EMT stipend

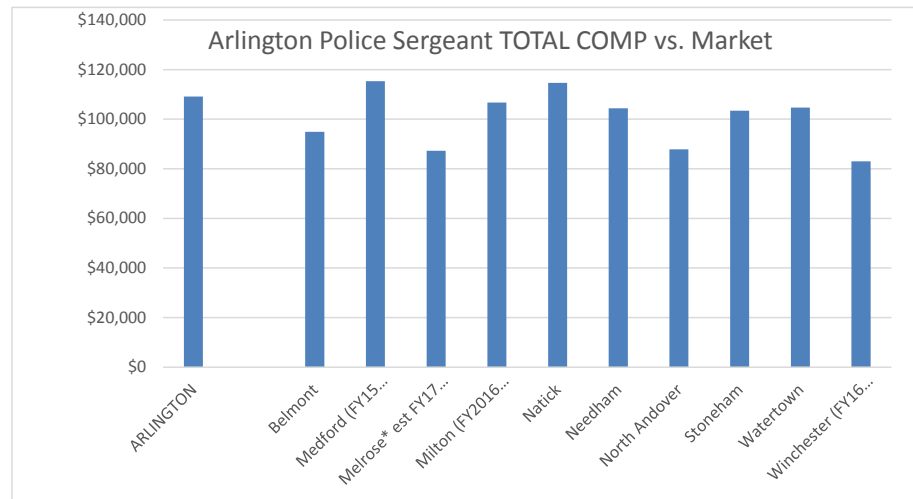


POLICE SERGEANT

Municipality	FY17 Maximum Annual Base	School Education Maximum Pay	Longevity @ 25 Years	Holiday Pay	Night Differential	Weekend Differential	Haz Mat	Defibrillator Pay	Clothing Allowance	Cleaning Allowance	Other Pay	TOTAL
ARLINGTON	\$71,597	\$17,899	\$4,257	\$4,620	\$7,029	\$2,343	\$0	\$0	\$650	\$300	\$400	\$109,095
Belmont	\$70,824	\$12,000	\$0	\$3,453	\$5,798	\$0	\$0	\$0	\$0	\$0	\$2,833	\$94,908
Medford (FY15 contract)	\$81,855	\$20,464	\$1,100	\$3,778	\$6,548	\$644	\$0	\$500	\$0	\$0	\$400	\$115,289
Melrose* est FY17 base pay	\$66,749	\$8,344	\$1,750	\$3,851	\$3,307	\$1,057	\$250	\$500	\$1,250	\$0	\$250	\$87,308
Milton (FY2016 contract)	\$77,204	\$15,441	\$0	\$3,963	\$3,900	\$5,824	\$0	\$0	\$400	\$0	\$0	\$106,732
Natick	\$92,602	\$10,000	\$5,556	\$3,918	\$0	\$0	\$0	\$0	\$675	\$400	\$1,500	\$114,651
Needham	\$78,250	\$11,737	\$2,347	\$4,138	\$3,912	\$0	\$0	\$1,565	\$1,400	\$0	\$1,020	\$104,370
North Andover	\$70,052	\$7,500	\$1,425	\$3,705	\$4,203	\$0	\$0	\$1,000	\$0	\$0	\$0	\$87,885
Stoneham	\$77,057	\$19,264	\$0	\$0	\$3,853	\$0	\$0	\$0	\$900	\$700	\$1,700	\$103,474
Watertown	\$76,936	\$8,750	\$0	\$7,208	\$8,312	\$1,956	\$0	\$1,539	in base	\$0	\$0	\$104,701
Winchester (FY16 contract)	\$65,646	\$8,206	\$2,225	\$2,777	\$2,823	\$0	\$0	\$0	\$0	\$0	\$1,300	\$82,977
AVERAGE	\$75,718	\$12,171	\$1,440	\$3,679	\$4,266	\$948	\$25	\$510	\$514	\$110	\$900	\$100,230

ARLINGTON	Difference to Average	Average	Median	75th Percentile
POLICE SERGEANT				
\$109,095	\$8,866	\$100,230	\$103,922	\$106,224

Arlington Other Pay is accreditation stipend
 Belmont First Responder pay equal to 4%
 Belmont superior officer can only receive longevity payment once during their employment.
 Medford Ed Incentive of 25% for Masters after 8 years service
 Needham Ed Incentive for employees hired after 7/1/2012= 15% Masters
 Needham Other Pay: \$500 Deferred Comp contribution, \$520 Fitness incentive
 Natick Other Pay: \$1,500 if departemtn maintains Accreditation
 Watertown- No longevity payment if receive education incentive
 Winchester Other Pay EMT stipend

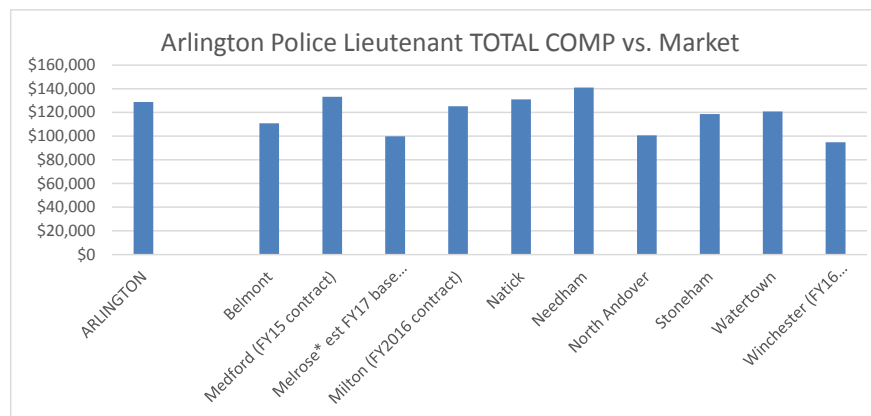


POLICE LIEUTENANT

Municipality	FY17 Maximum Annual Base	School Education Maximum Pay	Longevity @ 25 Years	Holiday Pay	Night Differential	Weekend Differential	Haz Mat	Defibrillator Pay	Clothing Allowance	Cleaning Allowance	Other Pay	TOTAL
ARLINGTON	\$83,767	\$20,942	\$5,707	\$4,632	\$9,424	\$3,141	\$0	\$0	\$650	\$300	\$400	\$128,963
Belmont	\$82,688	\$14,000	\$0	\$4,048	\$6,768	\$0	\$0	\$0	\$0	\$0	\$3,308	\$110,812
Medford (FY15 contract)	\$94,952	\$23,738	\$1,100	\$4,382	\$7,596	\$644	\$0	\$500	\$0	\$0	\$400	\$133,312
Melrose* est FY17 base pay	\$77,429	\$9,679	\$1,750	\$4,467	\$3,302	\$1,057	\$250	\$500	\$1,250	\$0	\$250	\$99,934
Milton (FY2016 contract)	\$92,645	\$18,529	\$0	\$3,963	\$3,900	\$5,824	\$0	\$0	\$400	\$0	\$0	\$125,261
Natick	\$107,418	\$10,000	\$6,445	\$4,543	\$0	\$0	\$0	\$0	\$675	\$400	\$1,500	\$130,981
Needham	\$120,379	\$18,057	\$0	\$600 if on duty	\$1,057	\$0	\$0	\$0	\$0	\$0	\$1,500	\$140,993
North Andover	\$80,474	\$7,500	\$1,425	\$4,256	\$5,633	\$0	\$0	\$0	\$1,450	\$0	\$0	\$100,738
Stoneham	\$88,676	\$22,169	\$0	\$0	\$4,434	\$0	\$0	\$0	\$900	\$700	\$1,700	\$118,579
Watertown	\$90,015	\$8,750	\$0	\$8,427	\$9,564	\$2,250	\$0	\$1,800 in base		\$0	\$0	\$120,806
Winchester (FY16 contract)	\$75,493	\$9,437	\$2,225	\$3,194	\$3,246	\$0	\$0	\$0	\$0	\$0	\$1,300	\$94,895
AVERAGE	\$91,017	\$14,186	\$1,295	\$4,142	\$4,550	\$977	\$25	\$280	\$519	\$110	\$996	\$117,631

ARLINGTON	Difference to Average	Average	Median	75th Percentile
POLICE LIEUTENANT				
\$128,963	\$11,332	\$117,631	\$119,693	\$129,551

Arlington Other Pay is accreditation stipend
 Needham Ed Incentive for employees hired after 7/1/2012= 15% Masters
 Needham Other Pay: \$1,500 Deferred Comp contribution
 Natick Other Pay: \$1,500 if departemtn maintains Accreditation
 Belmont First Responder pay equal to 4%
 Belmont superior officer can only receive longevity payment once during their employment.
 Watertown- No longevity payment if receive education incentive
 Winchester Other Pay EMT stipend



POLICE CAPTAIN

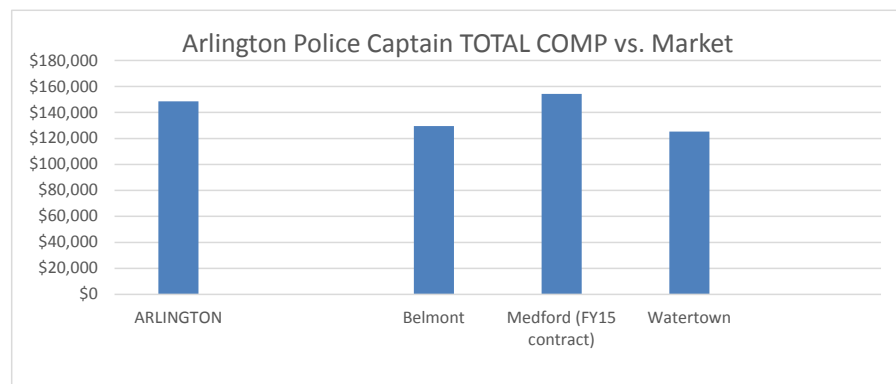
Municipality	FY17 Maximum Annual Base	School Education Maximum Pay	Longevity @ 25 Years	Holiday Pay	Night Differential	Weekend Differential	Firearms	Defibrillator Pay	Clothing Allowance	Cleaning Allowance	Other Pay	TOTAL
ARLINGTON	\$97,169	\$24,292	\$6,620	\$4,644	\$10,931	\$3,644	\$0	\$0	\$650	\$250	\$400	\$148,600
Belmont	\$96,980	\$16,000	\$0	\$4,733	\$7,909	\$0	\$0	\$0	\$0	\$0	\$3,879	\$129,501
Medford (FY15 contract)	\$110,145	\$27,536	\$1,100	\$5,084	\$8,812	\$644	\$0	\$500	\$0	\$0	\$400	\$154,220
Watertown	\$105,318	\$8,750	\$0	\$9,014	\$0	\$0	\$0	\$2,106	in base	\$0	\$0	\$125,188
AVERAGE	\$104,148	\$17,429	\$367	\$6,277	\$5,573	\$215	\$0	\$869	\$0	\$0	\$1,426	\$136,303

ARLINGTON	Difference			75th
POLICE CAPTAIN	to Average	Average	Median	Percentile
\$148,600	\$12,297	\$136,303	\$129,501	\$141,860

Arlington Other Pay is accreditation stipend

Belmont First Responder pay equal to 4%

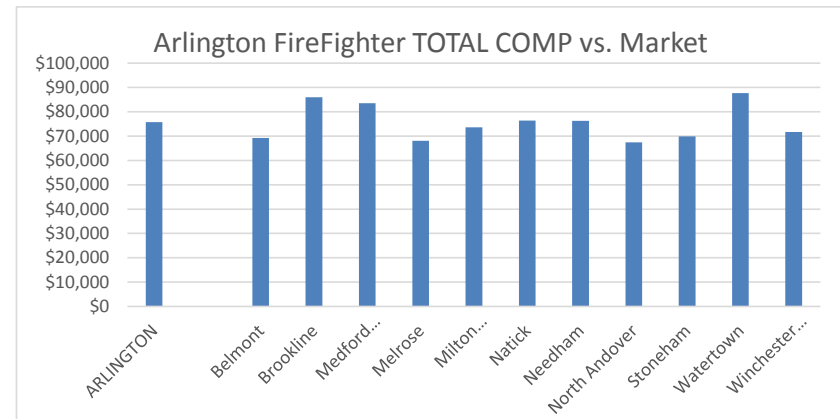
Belmont superior officer can only receive longevity payment once during their employment.



FIRE FIGHTER

Municipality	FY17 Maximum Annual Base	EMT- B Stipend	HazMat Pay	Associates Degree Pay	Night Differential	Weekend Differential	Holiday Pay	Defibrillator Pay	Longevity @ 25 Years	Clothing and Cleaning	TOTAL
ARLINGTON	\$59,906	\$1,210	\$0	\$3,025	\$3,267	\$611	\$3,770	\$599	\$3,370	\$0	\$75,758
Belmont	\$58,916	\$1,500	\$1,695	\$2,000	\$1,178	\$0	\$3,116	\$800	\$0	\$0	\$69,205
Brookline	\$66,139	\$3,953	in base	\$5,000	\$5,622	\$0	\$3,801	in base	\$800	\$615	\$85,930
Medford (FY13 contract)	\$69,962	\$500	\$0	\$1,000	\$5,597	\$780	\$4,036	\$650	\$1,050	\$0	\$83,575
Melrose	\$54,505	\$3,800	\$0	\$1,250	\$2,855	\$0	\$3,144	\$500	\$1,750	\$250	\$68,054
Milton (FY2016 contract)	\$61,027	\$1,250	\$0	\$2,895	\$3,796	\$0	\$3,074	\$328	\$900	\$400	\$73,670
Natick	\$61,714	\$2,469	\$0	\$3,703	\$0	\$0	\$4,272	\$0	\$3,586	\$625	\$76,369
Needham	\$59,208	\$2,960	\$0	\$4,441	\$2,368	\$0	\$3,645	\$1,776	\$1,776	\$100	\$76,275
North Andover	\$54,652	\$4,509	\$2,000	\$2,000	\$2,049	\$0	\$0	\$820	\$1,425	\$0	\$67,455
Stoneham	\$63,338	\$1,000	\$0	\$1,900	\$0	\$0	\$0	\$0	\$2,610	\$1,000	\$69,848
Watertown	\$70,084	\$6,854	\$0	no ed if longevity pay	\$0	\$0	\$7,027	\$0	\$3,703	\$0	\$87,668
Winchester (FY16 contract)	\$56,093	\$4,768	\$740	\$1,500	\$2,664	\$0	\$2,966	\$500	\$1,900	\$600	\$71,732
AVERAGE	\$61,422	\$3,051	\$444	\$2,569	\$2,375	\$71	\$3,189	\$537	\$1,773	\$326	\$75,435

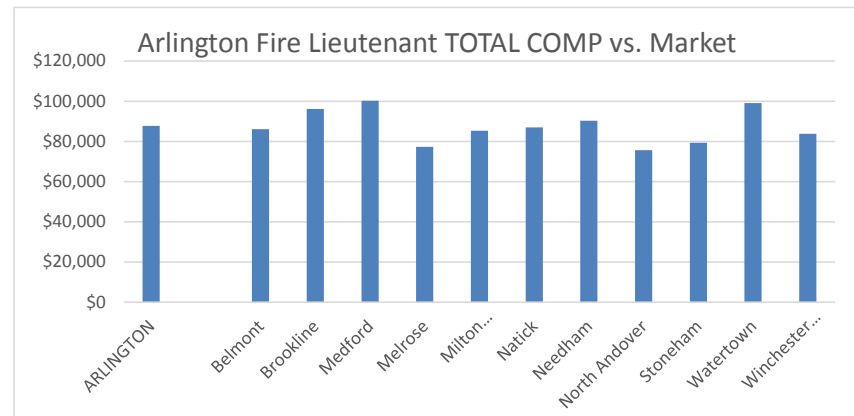
ARLINGTON	Difference to Average	Average	Median	75th Percentile
FIRE FIGHTER				
\$75,758	\$323	\$75,435	\$73,670	\$79,972



FIRE LIEUTENANT

Municipality	FY17 Maximum Annual Base	EMT- B Stipend	HazMat Pay	Associates Degree Pay	Night Differential	Weekend Differential	Holiday Pay	Defibrillator Pay	Longevity @ 25 Years	Clothing and Cleaning	TOTAL
ARLINGTON	\$69,491	\$1,404	\$0	\$3,509	\$3,790	\$611	\$4,368	\$695	\$3,905	\$0	\$87,773
Belmont	\$74,620	\$1,500	\$1,695	\$2,000	\$1,492	\$0	\$3,946	\$800	\$0	\$0	\$86,054
Brookline	\$75,587	\$3,953	in base	\$5,000	\$5,622	\$0	\$4,560	in base	\$800	\$615	\$96,137
Medford	\$84,654	\$500	\$0	\$1,000	\$6,772	\$780	\$4,884	\$650	\$1,050	\$0	\$100,290
Melrose	\$63,226	\$3,800	\$0	\$1,250	\$2,855	\$0	\$3,648	\$500	\$1,750	\$250	\$77,279
Milton (FY2016 contract)	\$72,114	\$1,250	\$0	\$2,895	\$3,796	\$0	\$3,632	\$328	\$900	\$400	\$85,315
Natick	\$70,354	\$2,814	\$0	\$4,221	\$0	\$0	\$4,854	\$0	\$4,018	\$675	\$86,936
Needham	\$70,128	\$3,506	\$0	\$5,260	\$2,805	\$0	\$4,317	\$2,104	\$2,104	\$100	\$90,324
North Andover	\$66,672	\$0	\$2,000	\$2,000	\$2,500	\$0	\$0	\$1,000	\$1,425	\$0	\$75,597
Stoneham	\$75,038	\$1,000	\$0	\$2,251	\$0	\$0	\$0	\$0	\$0	\$1,000	\$79,289
Watertown	\$81,999	\$6,854	\$0	no ed if longevity pay	\$0	\$0	\$6,032	\$0	\$4,180	\$0	\$99,065
Winchester (FY16 contract)	\$66,190	\$5,626	\$874	\$1,500	\$3,144	\$0	\$3,500	\$500	\$1,900	\$600	\$83,834
AVERAGE	\$72,780	\$2,800	\$457	\$2,738	\$2,635	\$71	\$3,579	\$588	\$1,648	\$331	\$87,284

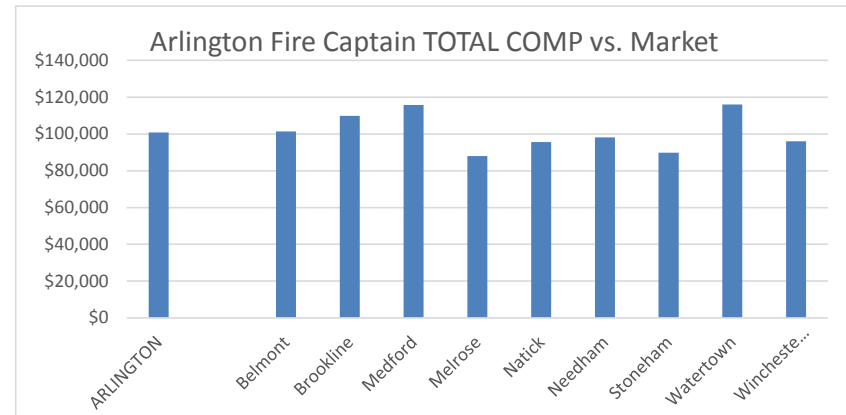
ARLINGTON	Difference to Average	Average	Median	75th Percentile
FIRE LIEUTENANT				
\$87,773	\$489	\$87,284	\$86,054	\$93,230



FIRE CAPTAIN

Municipality	FY17 Maximum Annual Base	EMT- B Stipend	HazMat Pay	Associates Degree Pay	Night Differential	Weekend Differential	Holiday Pay	Defibrillator Pay	Longevity @ 25 Years	Clothing and Cleaning	TOTAL
ARLINGTON	\$79,915	\$1,614	\$0	\$4,036	\$4,359	\$611	\$5,031	\$799	\$4,486	\$0	\$100,851
Belmont	\$88,816	\$1,500	\$1,695	\$2,000	\$1,776	\$0	\$4,697	\$800	\$0	\$0	\$101,284
Brookline	\$88,437	\$3,953	in base	\$5,000	\$5,622	\$0	\$5,337	in base	\$800	\$615	\$109,764
Medford	\$98,199	\$500	\$0	\$1,000	\$7,856	\$780	\$5,665	\$650	\$1,050	\$0	\$115,700
Melrose	\$73,343	\$3,800	\$0	\$1,250	\$2,855	\$0	\$4,230	\$500	\$1,750	\$250	\$87,978
Natick	\$77,389	\$3,096	\$0	\$4,643	\$0	\$0	\$5,358	\$0	\$4,369	\$675	\$95,531
Needham	\$76,222	\$3,811	\$0	\$5,717	\$3,049	\$0	\$4,694	\$2,287	\$2,287	\$100	\$98,166
Stoneham	\$85,287	\$1,000	\$0	\$2,558	\$0	\$0	\$0	\$0	\$0	\$1,000	\$89,845
Watertown	\$97,331	\$6,854	\$0	no ed if longevity pay	\$0	\$0	\$7,027	\$0	\$4,793	\$0	\$116,005
Winchester (FY16 contract)	\$76,286	\$6,484	\$1,007	\$1,500	\$3,624	\$0	\$4,034	\$500	\$1,900	\$600	\$95,935
AVERAGE	\$84,590	\$3,444		\$2,958	\$2,754		\$4,560	\$592	\$1,883	\$360	\$101,134

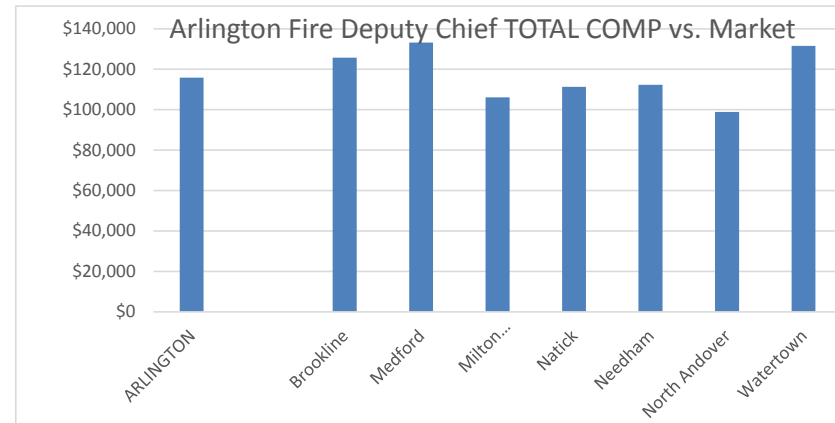
ARLINGTON FIRE CAPTAIN	Difference to Average	Average	Median	75th Percentile
\$100,851	-\$283	\$101,134	\$98,166	\$109,764



FIRE DEPUTY CHIEF

Municipality	FY17 Maximum Annual Base	EMT- B Stipend	HazMat Pay	Associates Degree Pay	Night Differential	Weekend Differential	Holiday Pay	Defibrillator Pay	Longevity @ 25 Years	Clothing and Cleaning	TOTAL
ARLINGTON	\$91,902	\$1,856	\$0	\$4,641	\$5,012	\$611	\$5,785	\$919	\$5,154	\$0	\$115,880
Brookline	\$103,471	\$3,953	in base	\$5,000	\$5,622	\$0	\$6,243	in base	\$800	\$615	\$125,704
Medford	\$113,611	\$500	\$0	\$1,000	\$9,089	\$780	\$6,554	\$650	\$1,050	\$0	\$133,234
Milton (FY2016 contract)	\$91,873	\$1,250	\$0	\$2,895	\$3,796	\$0	\$4,627	\$328	\$900	\$400	\$106,069
Natick	\$89,942	\$3,598	\$0	\$5,397	\$0	\$0	\$6,227	\$0	\$4,997	\$1,150	\$111,310
Needham	\$87,207	\$4,360	\$0	\$6,541	\$3,488	\$0	\$5,369	\$2,616	\$2,616	\$100	\$112,297
North Andover	\$97,133	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,725	\$0	\$98,858
Watertown	\$111,291	\$6,854	\$0	no ed if longevity pay	\$0	\$0	\$8,040	\$0	\$5,352	\$0	\$131,537
AVERAGE	\$99,218	\$2,931	\$0	\$3,472	\$3,142	\$111	\$5,294	\$599	\$2,491	\$324	\$117,001

ARLINGTON	Difference to Average	Average	Median	75th Percentile
FIRE DEPUTY CHIEF				
\$115,880	-\$1,121	\$117,001	\$112,297	\$128,620



HEALTH INSURANCE as of July 1, 2016

GIC MUNICIPALITIES (Plan with Highest Employer contribution)		
Municipality	HRA	PLAN CONTRIBUTION
Arlington	YES	Contribution rate for all employees hired after 12/1/11 Contribution rate for all employees hired before 12/1/11
Brookline	YES	
Medford	NO	
Melrose	NO	
North Andover	NO	Contribution rate for all employees hired after 1/1/2013
Stoneham	YES	
Watertown	NO	
Average (not inc Arlington)		

INDIVIDUAL PLAN	
% Paid Municipality	% Paid Employee
75%	25%
85%	15%
65%	35%
82.5%	17.5%
84%	16%
65%	35%
82.5%	17.5%
80%	20%
77%	24%

FAMILY PLAN	
% Paid Municipality	% Paid Employee
75%	25%
85%	15%
65%	35%
82.5%	17.5%
84%	16%
65%	35%
82.5%	17.5%
80%	20%
77%	24%

RETIREE PLAN	
% Paid Municipality	% Paid Employee
75%	25%
83%	17%
82.5%	17.5%
70%	30%
75%	25%
82.5%	17.5%
80%	20%
79%	21%

NON-GIC MUNICIPALITIES (Plan with Highest Employer contribution)		
	HRA	PLAN
Belmont	NO	Harvard Pilgrim
Milton	NO	BC/BS HMO Blue
Natick	NO	Fallon Select
Needham	NO	Harvard Pilgrim
Reading	NO	BC/BS HMO Blue
Winchester	YES	Harvard Pilgrim
Average (not inc Arlington)		

INDIVIDUAL PLAN	
% Paid Municipality	% Paid Employee
75%	25%
78%	22%
75%	25%
76.5%	23.5%
71%	29%
75%	25%
75%	25%

FAMILY PLAN	
% Paid Municipality	% Paid Employee
75%	25%
78%	20%
75%	25%
69.0%	31.0%
71%	29%
75%	25%
74%	26%

LONGEVITY AND VACATION as of July 1, 2016

(Non-Public Safety Employees)

TOWN	Longevity Plan	After 5 Yrs	After 10 Yrs	After 15 Yrs	After 20 Yrs	After 25 Yrs	After 30 Yrs
Arlington	YES						
AFSCME		\$ 300	\$ 500	\$ 700	\$ 900	\$ 1,100	\$ 1,300
NON-UNION		\$ 500	\$ 700	\$ 900	\$ 1,100	\$ 1,300	\$ 1,500
SEIU		1%	2%	3%	4%	5%	6%
LIBRARY		\$ 800	\$ 1,000	\$ 1,200	\$ 1,400	\$ 1,600	\$ 1,800
Belmont	YES	\$ 300	\$ 350	\$ 400	\$ 450	\$ 500	\$ 550
Brookline	YES	-	\$ 625	\$ 775	\$ 950	\$ 950	\$ 1,100
Medford	NO						
Melrose	YES	\$ 775	\$ 975	\$ 1,175	\$ 1,530	\$ 1,950	\$ 2,500
Milton	YES	\$ 500	\$ 560	\$ 660	\$ 775	\$ 875	\$ 875
Natick							
Needham	YES	\$ 625	\$ 1,250	\$ 1,875	see below	see below	see below
North Andover	YES	\$ 600	\$ 900	\$ 1,525	\$ 1,625	\$ 1,725	\$ 1,725
Reading	NO						
Stoneham	YES						
Watertown	YES	\$ 900	\$ 1,400	\$ 1,850	\$ 2,700	\$ 3,350	\$ 3,700
Winchester	YES	\$ 950	\$ 1,250	\$ 1,500	\$ 1,850	\$ 2,000	\$ 2,000
Average (not inc Arlington)		\$ 725	\$ 1,056	\$ 1,431	\$ 1,696	\$ 1,980	\$ 2,160

Maximun Vacation Days/Yr Non-Public Safety
30
25
20
25
25
25
25
25
30
25
25
26

Needham employees completing 20 years of service receive 1% of base salary for each and every 5 years of employment to replace the \$1,875.

COMPARISON OF OVERTIME ELIGIBILITY							
		Arlington	Belmont	Natick	North Andover	Watertown	Winchester
Position Title							
Assessors							
1	Director of Assessment	N	N	N	N	N	N
Comptroller							
2	Comptroller/Town Accountant/Auditor	N	N	N	N	N	N
3	Assistant Comptroller	Y	N	N	N	Y	N
Department of Public Works							
4	Public Works Director	N	N	N	N	N	N
5	Assistant Public Works Director	N	N	N/A	N	N/A	N
6	DPW Operations Manager	Y	N	N/A	N	N	N
7	Town Engineer	N	N/A	N	N/A	N	N
8	Senior Civil Engineer	Y	N/A	N	N	N/A	N/A
9	Highway Supervisor	Y	N/A	N	N	Y	Y
10	Water Supervisor	Y	N	N	N	Y	Y
11	Building Inspector	Y	N	N/A	N/A	N	N
12	Forestry Supervisor	Y	N/A	N/A	N/A	Y	Y
13	Parks Supervisor	Y	N/A	N	N/A	N/A	N/A
14	Supervisor of Building Maintenance	Y	N	N	N	Y	Y
15	Supervisor of Motor Equipment Repair	Y	N/A	N	N/A	Y	Y
16	Supervisor of Custodians	Y	N/A	N	N/A	N/A	N
17	Junior Civil Engineer	Y	N/A	N	N/A	N/A	N/A
18	Water Account Clerk	Y	N/A	Y	Y	Y	Y
19	Working Foreman	Y	Y	Y	Y	Y	Y
20	Plumber	Y	N/A	N/A	N	N/A	Y
21	Electrician	Y	N/A	N/A	N	Y	Y
22	Water Systems Maintenance Craftsman	Y	Y	Y	Y	Y	N/A
23	Tree Climber	Y	N/A	Y	N/A	N/A	Y
24	Motor Equipment Operator III	Y	N/A	Y	Y	N/A	Y
25	Motor Equipment Operator II	Y	Y	N/A	Y	N/A	Y
26	Motor Equipment Operator I	Y	Y	N/A	Y	Y	Y
27	Motor Equipment Repair Worker	Y	Y	Y	Y	Y	Y
28	Grounds Maintenance Worker	Y	Y	Y	Y	Y	N/A
Health and Human Services							
29	Director of Health and Human Services	N	N/A	N	N	N/A	N
30	Council on Aging Director	Y	N	N	N	N	N
31	Director of Veterans Services	Y	Y	N	N	N	N/A
32	Geriatric Nurse	Y	N/A	N	N/A	N	Y

COMPARISON OF OVERTIME ELIGIBILITY							
Position Title		Arlington	Belmont	Natick	North Andover	Watertown	Winchester
33	Public Health Officer	N	N/A	N/A	N	Y	N/A
34	Social Worker	N	Y	N/A	N/A	Y	Y
Human Resources							
35	Director of Human Resources	N	N	N	N	N	N
36	Benefits Administrator	N	Y	N	N	Y	Y
Inspections							
37	Director of Inspections/Building Commissioner	N	N/A	N	N	N	N
38	Building Inspector	Y	Y	N/A	N	Y	Y
Legal							
39	Town Counsel	N	N/A	N/A	N	N/A	N/A
40	Paralegal	N	N/A	N/A	N/A	N/A	N/A
Library							
41	Library Director	N	N	N	N	N	N
42	Assistant Library Director	N	N/A	N/A	N	Y	N
43	Technology Librarian	Y	Y	Y	Y	N/A	Y
44	Head of Adult Services	Y	Y	Y	Y	Y	Y
45	Head of Children's Services	Y	N/A	Y	Y	Y	Y
46	Adult Services Librarian	Y	Y	Y	N/A	Y	Y
47	Children's Librarian	Y	Y	Y	Y	Y	Y
48	Library Assistant	Y	Y	Y	Y	Y	Y
49	Branch Librarian	Y	N/A	N/A	N/A	N/A	N/A
50	Head of Technical Services	Y	Y	Y	N/A	Y	Y
Multi - General							
51	Office Manager	Y	Y	N/A	N/A	Y	Y
52	Administrative Assistant	Y	Y	N	Y	Y	Y
53	Senior Clerk	Y	N/A	Y	Y	Y	Y
54	Principal Clerk	Y	N/A	Y	Y	Y	Y
Planning							
55	Planning Director	N	N	N	N	N	N/A
56	Planner	N	N	N	N	Y	N
Public Safety (Wages = Weekly)							
57	Police Officer	Y	Y	Y	Y	Y	Y
58	Police Sergeant	Y	Y	Y	Y	Y	Y
59	Police Lieutenant	Y	Y	Y	Y	Y	Y
60	Police Captain	Y	Y	N/A	N/A	Y	N/A
61	Police Chief	N	N	N	N	N	N

COMPARISON OF OVERTIME ELIGIBILITY							
Position Title		Arlington	Belmont	Natick	North Andover	Watertown	Winchester
62	Supervisor of Motor Equipment Repair	Y	N/A	N	N/A	Y	N/A
63	Public Safety Dispatcher	Y	Y	Y	Y	Y	Y
64	Firefighter	Y	Y	Y	Y	Y	Y
65	Fire Lieutenant	Y	Y	Y	Y	Y	Y
66	Fire Captain	Y	Y	Y	N/A	Y	Y
67	Fire Deputy Chief	Y	N	Y	N	Y	N/A
68	Fire Chief	N	N	N	N	N	N
Recreation							
69	Director of Recreation	N	N/A	N	N	N	N
Technology							
70	Chief Technology Officer	N	N	N	N	N	N
71	Network Support (IT Specialist II)	Y	Y	N	N	N/A	N/A
72	Systems Analyst	Y	Y	N	N	Y	N/A
73	Software Developer	Y	N/A	N/A	N/A	N/A	N/A
74	Programmer	Y	N/A	N/A	N/A	N/A	N/A
75	GIS Coordinator	N	Y	N	N/A	N/A	N/A
Town Clerk							
76	Town Clerk (Elected)	N	N	N	N	N	N
77	Assistant Town Clerk	Y	N	Y	N	N/A	Y
Town Manager							
78	Town Manager	N	N	N	N	N	N
79	Deputy/Assistant Town Manager	N	N	N	N	N/A	N
80	Purchasing Agent	N	N/A	N	N/A	N	N/A
81	Public Information Officer	N	N/A	N	N/A	N/A	N/A
Treasurer/Collector							
82	Treasurer/Collector	N	N	N	N	N	N
83	Principal Account Clerk/Bookkeeper	Y	N/A	Y	Y	Y	Y



Town of Arlington, Massachusetts

Update: Bicycle Share Program

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Bike_Share_Memo_9_25_2017.pdf	Town Manager Memorandum to Board
▢ Reference Material	ABACBikeShareLetter.docx	Reference from ABAC



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

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Phone (781) 316-3010
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E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov**

To: Board of Selectmen

From: Adam W. Chapdelaine, Town Manager

RE: Dockless Bicycle Share Programs - Update

Date: September 21, 2017

I am writing to update you in regard to efforts to pilot dockless bike sharing in Arlington. After a discussion with representatives of TAC and ABAC, I have been compelled to delay the pursuit of pilot program until the spring of 2018. In order to be ready for such a pilot, we will be expanding the membership of the Bike Share Working Group so that it can focus on both the continued pursuit of Hubway and a plan for dockless pilot.

I look forward to discussing this matter with the Board at its meeting Monday.

During our meeting of 12 September, members of ABAC discussed dockless bike-share and offer the following comments:

We support bringing bike-share to Arlington, provided that it is part of a well-conceived system that provides connections to transit and neighboring communities. Because some of the most important connections are to transit hubs in Cambridge and Somerville, it is critical at this time to keep the door open on a possible Hubway expansion into Arlington.

We do not support rushing into a pilot this fall with a system that is likely to fail due to the lack of connections outside of Arlington. Such a failure runs the risk of souring public opinion towards any future bike-share. Even if the system is partially successful, it may make Arlington less attractive for a Hubway expansion, by diluting the market. A Fall pilot is likely to be cut short by winter storms. Finally, since the proposed regulations do not require that the bikes have headlamps, a Fall pilot is likely to lead to dangerous and illegal nighttime riding without a headlamp.

Accordingly, we offer the following recommendations:

- Keep in touch with neighboring communities about their plans. A bike-share operation is more likely to succeed if it is interoperable with several neighboring communities.
- Ensure that the proposed regulations do not include any clauses that might preclude a Hubway expansion into Arlington (this may require consultation with someone, such as MAPC, who is familiar with the Hubway contract).
- Wait until spring 2018 before launching a pilot. This will provide a chance for any pilot to be better thought out, we can learn from Worcester's experience¹, and we will likely have more knowledge about the cost to the Town of a possible Hubway expansion.

Although we have concerns about the viability of dockless bike-share, we do not wish to close the door on it, as we realize that Hubway may prove to be too expensive. At the same time, we want any initial launch of a bike-share system to have high likelihood of success, one that serves our residents, visitors and businesses well.

- Scott Smith
on behalf of the Arlington Bicycle Advisory Committee

¹ On September 14, Ofo launched a dockless bike share program in Worcester with 400 bikes.



Town of Arlington, Massachusetts

Requests: 'No Parking Here to Corner' Sign at Intersection of Florence Avenue and Renfrew Street and Crosswalk at the intersection of Sutherland Road and Paul Revere Road

Summary:

Peter Fuller, 7 Kilsythe Road

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Peter_Fuller_CR.docx	Correspondence from P. Fuller

-----Original Message-----

From: Peter Fuller <pfuller7k@gmail.com>

To: Marie Krepelka <mkrepelka@town.arlington.ma.us>

Cc: townmanager@town.arlington.ma.us

Date: Thu, 21 Sep 2017 13:53:54 -0400

Subject: Letter to Selectmen: requests for 'no parking' sign & crosswalk

Greetings,

Two requests:

1) 'No Parking Here to Corner' sign:

At the intersection of Florence Avenue and Renfrew Street, near the Dallin School, there is a crosswalk on Florence. This crosswalk is offset from the corner about 25 to 30 feet, leaving sufficient space to park a car. While parking there violates the 20-feet-from-corner rule, drivers park there anyway, especially at daily busy times of school start and dismissal. This hinders turning traffic and compromises safety by obstructing view of the crosswalk. Placing a 'No Parking Here to Corner' sign there would minimize this problem. An existing utility pole there, which already bears a crosswalk-symbol sign, would be a good spot for a no-parking sign.

2) Crosswalk:

At the intersection of Sutherland Road and Paul Revere Road there exist curb cuts with handicap ramps, but no crosswalk across Paul Revere. Painting a crosswalk there would improve pedestrian safety. Drivers turning from Mass Avenue onto Paul Revere frequently "put the hammer down" making it difficult to cross. Nearest crosswalk to the west is at Mass Ave, several houses away; nearest crosswalk to the east is hundreds of feet away at Park Avenue.

I hope that you will implement these requests, but should you judge that either or both merit further study, please refer to your Transportation Advisory Committee.

Thank you for your time and service to Arlington,

- Peter Fuller

7 Kilsythe Road

Arlington MA 02476

pfuller7k@gmail.com



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next Scheduled Meeting of Bos October 16, 2017